



IRIS USER'S GUIDE

Integrated Realty Information System

Environmental and Engineering Programs
Real Estate Services

October 2007

Revision Sheet

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IRIS USER'S MANUAL

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1.0 GENERAL INFORMATION

1.0 GENERAL INFORMATION

1.1 System Overview

The Washington State Department of Transportation (WSDOT) Integrated Realty Information System (IRIS) is a web-based Right of Way (ROW) Management System. IRIS allows online management of the data required for ROW management, as defined in the WSDOT Right of Way Manual. IRIS is the next generation of the WSDOT Real Estate Information System (REIS), which is a desktop application that has assisted ROW management.

Because IRIS is a web-based system, it does not require any setup on the client workstations. Authorized users can access IRIS using Internet Explorer, Firefox, and Netscape. IRIS is designed to work with the recent versions of these browsers. However, certain version restrictions apply and must be confirmed with the system administrator in case any connectivity or workflow problems are detected.

IRIS is designed primarily for Intranet use. Authorized external users (non-WSDOT employees) who are granted access into the WSDOT network may also access the IRIS login page. However, IRIS maintains its own user database, and only users recorded into this database may enter IRIS. The IRIS system administrator controls all access to the system and may be contacted for any access-related issues.

Some of the highlights of IRIS include:

- User administration (restricted to administrative level users)
- Pick list administration (restricted to administrative level users)
- Project management
- Acquisition management
- Property management
- Disposal management
- Reporting

1.2 Organization of the Guide

The IRIS User's Guide is intended to help users navigate through this application. In addition to this general overview (Section 1.0), the Guide includes sections that cover Getting Started (2.0), Using the System (3.0), Reporting (4.0), and Administration (5.0).

Section 2.0 provides an introduction to the login page, the system menu (or the Simple Search page) and the main search portals (Acquisition Data and Property Management), the report menu, and the administration menu. It also addresses user name and password changes and how to exit the system. Section 3.0 explains the details of using the system. It takes the user step by step through searches in both the search portals. Section 4.0 discusses what is offered in the report menu, and Section 5.0 describes how to use the administration menu.

1.3 Acronyms and Abbreviations

WSDOT	Washington Department of Transportation
URL	Universal Record Locator
IRIS	Integrated Realty Information System
REIS	Realty Information System
LET	Lease Excise Tax
PIN	Program Identification Number
WIN	Work Order Identification Number

2.0 GETTING STARTED

2.0 GETTING STARTED

IRIS may be accessed at the URL provided by the WSDOT IRIS system administrator. Please contact your system administrator to obtain the correct URL. A username and password are essential to access the system, which must also be obtained from the system administrator.



2.1 Logging In

On the home page, enter your user name and password. Click the Login button.

User Name :
Password :

If you enter an invalid user name or password combination, then the system will return you to the login prompt for another attempt. There are no limitations on the number of attempts that can be made before a successful login.

Invalid User Name Or Password

User Name :

Password :

2.2 System Menu

After successfully logging in, the simple search screen will be the first screen you encounter. The **Simple Search** screen allows you to perform detailed searches of the IRIS database. You may search through one of two portals at any given time: **Acquisition Data** or **Property Management Data**. You may not perform a search simultaneously using criteria from both portals. Thus, only one portal is active at a time, as indicated by the active radio button next to the portal name.

WASHINGTON STATE DEPARTMENT OF TRANSPORTATION
Integrated Realty Information System (IRIS)
ADMIN SEARCH REPORT SIGN OUT

SIMPLE SEARCH

☒ Acquisition Data
Last filter applied: None [Reset All](#)

Project:	<input type="text"/>	Find related items	Parcel Numbers:	<input type="text"/>	Find related items
Project Version:	1	Find related items	Work Order Number:	<input type="text"/>	Find related items
WIN:	<input type="text"/>	Find related items	PIN:	<input type="text"/>	Find related items
Project Title:	<input type="text"/>				Find related items
RW Plan Title:	<input type="text"/>				Find related items
Property Owner:	<input type="text"/>				Find related items
Tenant:	<input type="text"/>				Find related items

☐ Property Management Data
Last filter applied: None [Reset All](#)

Inventory Number:	<input type="text"/>	Find related items	Contract Number:	<input type="text"/>	Find related items
Lease Number:	<input type="text"/>	Find related items	Inventoried Parcel:	<input type="text"/>	Find related items
RW Plan Title:	<input type="text"/>				Find related items
Owner Name:	<input type="text"/>				Find related items
Property Address:	<input type="text"/>				Find related items
Tenant:	<input type="text"/>				Find related items
Turnbacks:	<input type="text"/>				Find related items

If you are not administrative level user, then the ADMIN option may not appear in the menu bar, as illustrated here.

WASHINGTON STATE DEPARTMENT OF TRANSPORTATION
Integrated Realty Information System (IRIS)
SEARCH REPORT SIGN OUT

If you are not authorized to create a new project or inventory, then one or both of those options may be missing from the search page, as shown below.

WASHINGTON STATE DEPARTMENT OF TRANSPORTATION
Integrated Realty Information System (IRIS)

SEARCH
 REPORT
SIGN OUT

SIMPLE SEARCH

Acquisition Data
Last filter applied: None [Reset All](#)

Project:	<input type="text"/>	Find related items	Parcel Numbers:	<input type="text"/>	Find related items
Project Version:	1	Find related items	Work Order Number:	<input type="text"/>	Find related items
WIN:	<input type="text"/>	Find related items	PIN:	<input type="text"/>	Find related items
Project Title:	<input type="text"/>	Find related items			
RW Plan Title:	<input type="text"/>	Find related items			
Property Owner:	<input type="text"/>	Find related items			
Tenant:	Jones, Jane	Find related items			

Property Management Data
Last filter applied: None [Reset All](#)

Inventory Number:	<input type="text"/>	Find related items	Contract Number:	<input type="text"/>	Find related items
Lease Number:	<input type="text"/>	Find related items	Inventoried Parcel:	<input type="text"/>	Find related items
RW Plan Title:	<input type="text"/>	Find related items			
Owner Name:	<input type="text"/>	Find related items			
Property Address:	<input type="text"/>	Find related items			
Tenant:	<input type="text"/>	Find related items			
Turnbacks:	<input type="text"/>	Find related items			

Search

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2.2.1 Acquisition Data Portal

In this search portal, you have the option of searching with the following criteria: Project, Parcel Numbers, Project Version, Work Order Number, WIN, PIN, Project Title, RW Plan Title, Property Owner, and Tenant. All criteria are user selectable, and no user input is required.

To begin a search, select a value from one of the drop down menus in this portal. For example, select any Project. To find data that is related to the project you have chosen, click the Find Related Items link next to the Project field. Those criteria for which information is available will be populated with the relevant data. When more than one item is available per field, use the drop down menu to select from among the information given. You may further refine your search by using the Find Related Items link next to the desired criteria. When only one item is available in a drop down, the drop down option is disabled. Find Related Items may be disabled if the criterion is not associated to other criteria. The Last Filter Applied indicator in the top right corner of the page will indicate the last criterion that was chosen using the Find Related Items. The Reset All link in the top right corner will, when clicked, clear all fields. When you have picked all of the criteria you would like to use, click the Search button at the bottom of the page.

For a complete description of the acquisition search process, see section 3.1 of this document.

2.2.2 Property Management Portal

In this search portal, you have the option of searching with the following criteria: Inventory Number, Contract Number, Lease Number, Inventoried Parcel, RW Plan Title, Owner Name, Property Address, Tenant, and Turnbacks. All criteria are user selectable, and no user input is required.

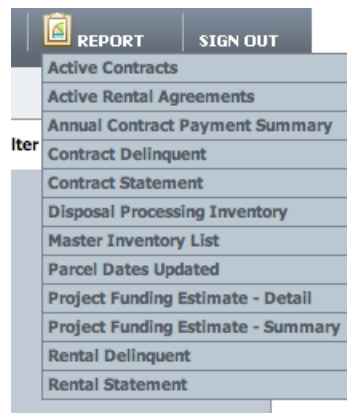
To begin a search, select a value from one of the drop down menus in this portal. For example, select any Project. To find data that is related to the project you have chosen, click the Find Related Items link next to the Project field. Those criteria for which information is available will be populated with the relevant

data. When more than one item is available per field, use the drop down menu to select from among the information given. You may further refine your search by using the Find Related Items link next to the desired criteria. When only one item is available in a drop down, the drop down option is disabled. Find Related Items may be disabled if the criterion is not associated to other criteria. The Last Filter Applied indicator in the top right corner of the page will indicate the last criterion that was chosen using the Find Related Items. The Reset All link in the top right corner will, when clicked, clear all fields. When you have picked all of the criteria you would like to use, click the Search button at the bottom of the page.

For a complete description of the property management search process, see section 3.2 of this document.

2.2.3 Report Menu

The report menu is available to all users at all times after initial login to the system. Reports are not restricted by user privileges. Each report will open a new browser window or tab, based on the browser settings, and will run within the new window. The following reports may be executed at any time after you login to the system:



Brief descriptions of each report, including the inputs required by the report, are discussed in section 4.0 of this document.

2.2.4 Administration Menu

The administration menu is only available to those users that have administrative privilege to the system. When invoked, this menu will display the main administration home page. Details about the different administration options are discussed in section 5.0 of this document.

2.3 Changing Username and Password

For security purposes, IRIS does not permit users to modify their username or password. You must contact the IRIS system administrator if you would like to have one or both changed, or if you have misplaced your username and password combination.

2.4 Exiting the System



Click the Sign Out icon in the system menu at any time to sign out of the application.

3.0 USING THE SYSTEM

3.0 USING THE SYSTEM

3.1 Acquisition Data Search

In this portal, you have the option of searching with the following criteria: Project, Parcel Numbers, Project Version, Work Order Number, WIN, PIN, Project Title, RW Plan Title, Property Owner, and Tenant. All criteria are user selectable, and no user input is required. Some users may also be allowed to create a new project.

3.1.1 Creating a New Project

To create a new project, click the Create New Project link. You will be taken to the Project Entry subcategory of the Project Management category.

The screenshot displays the 'Project Entry' form within the IRIS system. The header includes the system name and navigation links for ADMIN, SEARCH, REPORT, and SIGN OUT. A breadcrumb trail shows the path from Project Management to the current form. The form is organized into several sections: 'General' (containing Project Title, Type, ID, Version, R/W WIN, and PIN), 'Work Order(s)' (with fields for R/W, PE, and Other Acq. Work Order numbers), 'Dates' (for Current and Baseline Ad and Cert dates), 'Project SR Number', 'Participation' (Federal and Other status), and 'Design Build' status. Below these are expandable sections for 'R/W Plan Titles', 'Federal Highway Information', 'Project Funding Estimate', and 'Labor/Cost Estimate Per Parcel'. At the bottom, there is a 'Comments' section with a text area and links for 'Previous Comments' and 'Edit Comment'.

For details on how to proceed, refer to **3.1.3 Project Management**.

3.1.2 Searching

To begin a search, select a value from one of the drop down menus in this portal. For example, select any Project. To find data that is related to the project you have chosen, click the Find Related Items link next to the Project field. Those criteria for which information is available will be populated with the relevant data.

The screenshot displays the 'SIMPLE SEARCH' interface of the WASHINGTON STATE DEPARTMENT OF TRANSPORTATION Integrated Realty Information System (IRIS). The header includes the system name and navigation links: ADMIN, SEARCH, REPORT, and SIGN OUT. Below the header, the 'SIMPLE SEARCH' title is centered. The main section is titled 'Acquisition Data' and includes a 'Create New Project' button. A status bar at the top right indicates 'Last filter applied: Project' with a 'Reset All' link. The search form contains several fields, each with a 'Find related items' link:

Field	Value	Find related items
Project:	640	Find related items
Project Version:	1	Find related items
WIN:	U52003A	Find related items
Parcel Numbers:	4-51213	Find related items
Work Order Number:	TBA	Find related items
PIN:	852003A	Find related items
Project Title:	54313214847814321321	Find related items
RW Plan Title:	54313214847814321321	Find related items
Property Owner:		Find related items
Tenant:		Find related items

When more than one item is available per criteria, use the drop down menu to select from among the information given. To find data that is related to the project you have chosen, click the Find Related Items link next to the Project field. Those criteria for which information is available will be populated with the relevant data. When more than one item is available per field, use the drop down menu to select from among the information given. You may further refine your search by using the Find Related Items link next to the desired criteria. When only one item is available in a drop down, the drop down option is disabled. Find Related Items may be disabled if the criterion is not associated to other criteria. The Last Filter Applied indicator in the top right corner of the page will indicate the last criterion that was chosen using the Find Related Items. When you have picked all of the criteria you would like to use, click the Search button at the bottom of the page.

When you have chosen all the criteria you would like to use, click the Search button at the bottom of the page. Your search will move you into the Project Management category.

Note: If a specific parcel number is not selected in the Acquisition Data Search, then subsequent categories that require a parcel number will prompt you to select one and will return you to this search screen.

3.1.3 Project Management

There are five subcategories within the Project Management category. They are **General**, **Project Entry**, **Parcel Entry**, **Parcel Clear Dates**, and **Project Certification**. Each one will be discussed in order below.

WASHINGTON STATE DEPARTMENT OF TRANSPORTATION
Integrated Realty Information System (IRIS)

ADMIN SEARCH REPORT SIGN OUT

Project Management > Parcel Summary > Title > Appraisals/AOS > Acquisition > Condemnation > Relocation > Property Management > Diary

General Project Entry Parcel Entry Parcel Clear Dates Project Certification

General Project Entry Parcel Entry Parcel Clear Dates Project Certification

Project Information

Project SR Number: 520

Project Title: 54313214847814321321

Project Type: Right of Way Project ID: 640 Project Version: 1

R/W WIN: U52003A PIN: 852003A

Work Order(s)

R/W Work Order #: TBA

PE Work Order #: XL2672

Other Acq Work Order #:

Current Ad Date: 09/01/2007 Baseline Ad Date:

Current Cert Date: 09/15/2007 Baseline Cert Date:

Participation

Federal: Y

Other: N

Design Build: N

Federal Highway Information

Project Location

Project Certification

Comments

Previous Comments [Edit Comment](#)

[admin admin] [10/14/2007 21:21:06] This is a new comment.

Save

Your Acquisition Data search will take you to the first subcategory, **General**, in the Project Management category. The information available in the General subcategory includes Project Information, Federal Highway Information, Project Location, Project Certification (both Region and HQ Certifications), Comments, and Previous Comments.

Note: The Project ID number is native to IRIS.

You may view Federal Highway Information and Project Certification for the project, if any is available.

Federal Highway Information

FHWA Job #:

Federal Aid #:

Preliminary Authorization:

Project Agreement Execution:

Effective Authorization:

Project Certification

Region Certification

HQ Certification

You also may add information about the project's Location Description.

Project Location

Region Number(s): 8-Aviation

Location Description:

The Comments and Previous Comments sections allow you to include notes, as well as view and edit notes entered previously.

The screenshot shows a web interface with two main sections. The top section is titled "Comments" in red text. Below it is a large, empty text area for entering a new comment. The bottom section is titled "Previous Comments" in red text, followed by a blue link "Edit Comment". Below this link, a single comment is displayed: "[admin admin] [10/14/2007 21:21:06] This is a new comment." At the bottom of the interface, there is a "Save" button.

If you would like to edit a comment, click the link. The following dialog will appear.

The screenshot shows a dialog box titled "Edit Comments" with a close button (X) in the top right corner. Inside the dialog, there is a "Comments:" label followed by a pick list (dropdown menu). Below the pick list is a large, empty text area for editing the comment. At the bottom of the dialog, there are two buttons: "Save" and "Cancel".

The pick list will show all previous comments. Choose the one you would like to edit from the pick list. It will then appear in the window.

Note: Previous Comments are listed in reverse chronological order.

Note: The application does not save your work automatically. If you make any changes to any page, click Save (or sometimes Update) at the bottom of the page.

The second subcategory in Project Management is **Project Entry**. In this area, you may add or edit much of the information that you viewed in the General subcategory; you may also create a new project by clicking the New button. To save changes to information for a given project, click the Update or Save button.

WASHINGTON STATE DEPARTMENT OF TRANSPORTATION
Integrated Realty Information System (IRIS)

ADMIN SEARCH REPORT SIGN OUT

Project Management Parcel Summary Title Appraisals/AOS Acquisition Condemnation Relocation Property Management Diary

General Project Entry Parcel Entry Parcel Clear Dates Project Certification

Project Information Update Delete New

Project Title: 54313214847814321321

Project Type: * Right of Way Project ID: 640 Project Version: * 1

R/W WIN: * U52003A PIN: 852003A

Work Order(s)

R/W Work Order #: TBA

PE Work Order #: XL2672

Other Acq. Work Order #:

Current Ad Date: 09/01/2007 Baseline Ad Date:

Current Cert Date: 09/15/2007 Baseline Cert Date:

Project SR Number: 520

Participation

Federal: Yes

Other: No

Design Build: No

R/W Plan Titles

Federal Highway Information

Project Funding Estimate

Labor/ Cost Estimate Per Parcel

Comments

Previous Comments Edit Comment

You may view, edit, delete, or add information about R/W Plan Titles. Click the link to the right of the item you would like to change.

R/W Plan Titles				
R/W Plan Title	Plan Approved Date	Plan Approved Revision Date	Sheet Number Entry	
54313214847814321321			...	Edit Delete
Add R/W Plan Title +				

To add a R/W Plan title, click the Add button. The following dialog will open.

R/W Plan Titles

R/W Plan Title: *

Plan Approved Date :

Plan Approved Revision Date :

Insert Cancel

Once you have added your data and clicked Insert, the item will appear in the list of R/W Plan Titles in the Project Entry subcategory.

You may view details about Federal Highway Information, if any are available. Choose the FHWA Job Number you would like to see from the pick list.

Federal Highway Information	
FHWA Job #:	<input type="text"/>
Federal Aid #:	<input type="text"/>
Preliminary Authorization:	<input type="text"/>
Project Agreement Execution:	<input type="text"/>
Effective Authorization:	<input type="text"/>

The Project Funding Estimate is included in this subcategory. Choose the Estimator's name from the pick list. In this screen, you may view the estimate, as well as change the Estimate Date, PFE Approval Date, and PFE Version Number.

Project Funding Estimate	
Estimator's Name:*	Smith, John (Consultant) Detail Information
Phone Number:	() - -
Estimated Appraisal/AOS Cost:	\$0.00
Hazardous Materials:	\$0.00
Just Compensation:	\$0.00
Specialist:	\$0.00
Estimate Date:	<input type="text"/>
PFE Approval Date:	<input type="text"/>
PFE Version #:*	1
Demolition:	\$0.00
Total Relocation Compensation:	\$0.00
Total Cost Estimate:(*)	0.00

Note: The Detail Information/Hide Information link that you see in this example next to the estimator's name is one you will see repeatedly in this application. IRIS often allows the user to both view and edit contact and other data for individuals and businesses. If you click the link, an expanded window will appear.

Project Funding Estimate							
Estimator's Name:*	Smith, John (Consultant) Hide Information						
Estimate Date:	<input type="text"/>						
Name:	<table border="1"> <tr> <td>First Name *</td> <td>Middle Name</td> <td>Last Name *</td> </tr> <tr> <td>John</td> <td></td> <td>Smith</td> </tr> </table>	First Name *	Middle Name	Last Name *	John		Smith
First Name *	Middle Name	Last Name *					
John		Smith					
Social Security Number:	- - -						
Staff or Consultant:	<input checked="" type="radio"/> Staff <input type="radio"/> Consultant						
Company Name:	<input type="text"/>						
Address:	<table border="1"> <tr> <td>Line 1: *</td> <td>321 Any Street</td> </tr> <tr> <td>Line 2:</td> <td>(Optional)</td> </tr> <tr> <td>Line 3:</td> <td>(Optional)</td> </tr> </table>	Line 1: *	321 Any Street	Line 2:	(Optional)	Line 3:	(Optional)
Line 1: *	321 Any Street						
Line 2:	(Optional)						
Line 3:	(Optional)						
City: *	Olympia						
State:	Washington						
County:							
Zip: (#####-####)	- -						
Phone Number: (###)###-####	() - -						
Contact Number: (###)###-####	() - -						
Fax Number: (###)###-####	() - -						
E-Mail: (emailid@yourdomain.com)	<input type="text"/>						
Website: (www.yourdomain.com)	<input type="text"/>						
<input type="button" value="Save"/> <input type="button" value="Cancel -"/>							

Here you may add or change information the estimator's information. Click Save when you are finished. If you do not want to see this expanded window, click the Hide Information link.

Note: IRIS often indicates the format in which fields must be completed. In the example above, the zip code, phone number, and e-mail fields are a few that do so.

You may also view or change the Labor/Cost Estimate Per Parcel. If you make any changes, be sure to click the Update button in the top right corner of the page before navigating away.

Labor/ Cost Estimate Per Parcel			
Estimated Condemnation & Incidental Expense Factor:		0.00 %	
Negotiation:	\$0.00	Property Mgmt:	\$0.00
Relocation Assistance:	\$0.00	Title/Processing:	\$0.00
Appraisal Review:	\$0.00	Eval. Allowance:	\$0.00

The Comments and Previous Comments sections allow you to include notes, as well as view and edit notes entered previously.

Comments	
Previous Comments Edit Comment	
[admin admin] [10/14/2007 21:21:06] This is a new comment.	
<input type="button" value="Save"/>	

If you would like to edit a comment, click the link. The following dialog will appear.

Edit Comments
✕

Comments:

The pick list will show all previous comments. Choose the one you would like to edit from the pick list. It will then appear in the window. Make your edits and click Save.

The third subcategory within Project Management is **Parcel Entry**. Here you may view, edit, and add information specific to parcels involved in the particular project for which you searched.

WASHINGTON STATE DEPARTMENT OF TRANSPORTATION
Integrated Realty Information System (IRIS)

ADMIN SEARCH REPORT SIGN OUT

Project Management Parcel Summary Title Appraisals/AOS Acquisition Condemnation Relocation Property Management Diary

General Project Entry Parcel Entry Parcel Clear Dates Project Certification

Project Information

Project Title: 54313214847814321321

R/W Plan Title: 54313214847814321321 R/W Plan Sheet Numbers:

Work Order Number: TBA PIN: 852003A

Project Parcel Entry

Environmental

Rights To Be Acquired

Parcel Funding Estimate

Parcel Owner(s)

Occupant(s)

Relocation Benefits Estimate

Comments

Previous Comments Edit Comment

Save New Delete

If you make any changes, you must click Save. To delete the entire parcel entry, click the Delete button at the bottom of the page.

Note: The Parcel Number is a DOT assigned number, distinct from the Tax Parcel Number. Whenever Parcel Number is mentioned in any project, it refers to the DOT number unless otherwise indicated. One DOT Parcel Number may contain one or more Tax Parcel Numbers.

To add a Tax Parcel Number, click Add, enter it in the field that appears, and click Insert, as shown below.

Project Parcel Entry

Parcel Number: * 4-51213 Region: * Aviation

Tax Parcel Number: County: * Abbeville

Add Tax Parcel Number Remove Tax Parcel Number

Insert Cancel

Location: Control Section:

Present Use: Highest and Best Use:

Relo. Required: Yes No Occupant Present: Yes No

Improvement Present: Yes No Improvement In Acquisition: Yes No

Expected Appraisal Report Type: Acquisition Type: Access Rights

Acres: 0.000 Sq.Ft: 0.000

Zoning:

The Environmental section of this subcategory must be completed if there are any possible environmental impacts on the parcel in question.

Environmental			
Mitigation Site:	<input type="radio"/> Yes <input checked="" type="radio"/> No	On Site <input type="radio"/> Off Site <input checked="" type="radio"/>	
Type:	<input type="text"/>		
Other Environmental Issues:	<input type="radio"/> Yes <input checked="" type="radio"/> No	Description:	<input type="text"/>
Clear Date:	<input type="text"/>		

You also may add Rights to be Acquired in the Parcel Entry subcategory. Click the button, then choose the rights from the pick list that appears, and click Insert.

Rights To Be Acquired	
Rights Type:	<input type="text"/>
<input type="button" value="Add Rights To Be Acquired +"/>	
<input type="text"/>	<input type="button" value="Insert"/> <input type="button" value="Cancel -"/>

To add or edit information in the Parcel Funding Estimate section, simply enter the desired values, except for the total estimate amount. When you click Save at the bottom of the page, the application will automatically calculate the figures and provide the total Parcel Funding Estimate.

Parcel Funding Estimate	
Number of Appraisals/AOS Required:	<input type="text" value="1"/>
Estimated Appraisal/AOS Cost:	\$ <input type="text" value="12,000.00"/>
Specialist Fees:	\$ <input type="text" value="1,000.00"/>
Hazardous Materials:	\$ <input type="text" value="0.00"/>
Demolition Cost:	\$ <input type="text" value="0.00"/>
Estimated Just Compensation:	\$ <input type="text" value="6,100,000.00"/>
Parcel Funding Estimate:	\$ <input type="text" value="6,113,000.00"/>

You may also view, edit, delete, or add a Parcel Owner in this subcategory. To edit or delete, click the link to the right of an owner's name.

Parcel Owner(s)										
Owner Name	Owner Type	Address	City	State	County	Zip Code	Phone	Fax	E-Mail	
Doe, James	Individual	444 Any Street	Blaine	Washington						Edit Delete
<input type="button" value="Add Owner(s) +"/>										

To add an owner, click the Add Owner button; the following dialog box will appear.

Parcel Owner	
Owner Type:	<input checked="" type="radio"/> Business <input type="radio"/> Individual
Owner: *	<input type="text"/> Detail Information Add Owner
<input type="button" value="Insert"/> <input type="button" value="Cancel"/>	

Choose whether the owner is a business or individual, then select one from the pick list and click Insert. If the owner for which you are looking is not included in the list, you may add one in this area. To do so, click Add Owner. The following dialog will come up.

Parcel Owner

Owner Type: ☒ Business ☐ Individual

Owner: * [Hide Information](#) [Add Owner](#)

Owner Information

Owner Company: *

Authorization Number:

Vendor Code:

Tax ID:

Address: Line 1: *
 Line 2: (Optional)
 Line 3: (Optional)

City: *

State: *

County:

Country:

Zip: (#####)

Phone Number: (###)###-####

Name: First Name Middle Name Last Name

Contact Number: (###)###-####

Fax Number: (###)###-####

E-Mail: (email@yourdomain.com)

Website: (www.yourdomain.com)

Enter information about the parcel owner (fields with asterisks are required), then click Save. At that point, the owner will be included in the pick list in the main Add Owner option of the Parcel Owner section. Choose the owner you just added from that pick list and click Insert. That owner will then be displayed under Parcel Owner in the Parcel Entry subcategory.

You may view, edit, delete, or add an Occupant for the parcel, as well. To edit or delete, click the link to the right of the occupant's name.

Occupant(s)

First Name	Middle Name	Last Name	Gender	City	Interest	Use	Phone	Rent/Unit	Unit Size	Tenant Annual Income	Lease Term	Lease Type		
Jane		Jones	F	Olympia	\$0	Residential, Single Family		\$0.00	0	\$0.00	0		Edit	Delete

To add an occupant, click the Add Occupant button. The following dialog will appear.

Occupant(s)

Name: First * Middle Last *

Gender:

City: *

Interest (\$):

Use: *

Phone (###)###-####

Rent/Unit (\$):

Unit Size:

Tenant Annual Income (\$):

Lease Term:

Lease Type:

Fields with an asterisk are required. When you have entered your information, click Insert. The occupant will then appear in that section of the Parcel Entry subcategory.

The Relocation Benefits Estimate is also viewable and editable in this subcategory. Remember to click Save at the bottom of the page if you make any changes.

Relocation Benefits Estimate			
Number Of Displacements:			
Residential:	1	Non Residential:	0
RHP Cost Estimate:	\$ 80,000.00	PPO:	0
Non Residential Reestablishment Costs Estimate:	\$ 80,000.00		
Moving Costs Estimate			
Residential:	\$ 12,000.00		
Non Residential:	\$ 12,000.00		
Personal Property Only:	\$ 14,000.00		

The Comments and Previous Comments sections allow you to include notes, as well as view and edit notes entered previously.

Comments
Previous Comments Edit Comment
[admin admin] [10/14/2007 21:21:06] This is a new comment.
Save

If you would like to edit a comment, click the link. The following dialog will appear.

Edit Comments
Comments: <input type="text"/>
Save Cancel

The pick list will show all previous comments. Choose the one you would like to edit from the pick list. It will then appear in the window. Make your edits and click Save.

The fourth subcategory in the Project Management category is **Parcel Clear Dates**. Here you may view, edit, add, and delete information about Region Certification Clear Dates. After making any changes, click Save.

WASHINGTON STATE DEPARTMENT OF TRANSPORTATION
Integrated Realty Information System (IRIS)

ADMIN SEARCH REPORT SIGN OUT

Project Management Parcel Summary Title Appraisals/AOS Acquisition Condemnation Relocation Property Management Diary

General Project Entry Parcel Entry Parcel Clear Dates Project Certification

Project Information

Project Title: 54313214847814321321

R/W Plan Title: 54313214847814321321 R/W Plan Sheet Number(s):

Work Order Number: TBA Parcel Number: 4-51213

Region Certification Clear Dates

Property Management Manager: Relocation Manager: Acquisition Manager: Real Estate Manager:

Comments

Previous Comments Edit Comment

Save

The Comments and Previous Comments sections allow you to include notes, as well as view edit notes.

Comments

Previous Comments Edit Comment

[admin admin] [10/14/2007 21:21:06] This is a new comment.

Save

If you would like to edit a comment, click the link. The following dialog will appear.

Edit Comments

Comments: [pick list]

Save Cancel

The pick list will show all previous comments. Choose the one you would like to edit from the pick list. It will then appear in the window. Make your edits and click Save.

The fifth subcategory in the Project Management category is **Project Certification**. Here you may view, edit, add and delete types of certifications for the project in question.

The screenshot shows the IRIS web application interface. At the top, there's a header with the department name and navigation links: ADMIN, SEARCH, REPORT, and SIGN OUT. Below the header is a breadcrumb trail: Project Management > Parcel Summary > Title > Appraisals/AOS > Acquisition > Condemnation > Relocation > Property Management > Diary. The main content area has tabs: General, Project Entry, Parcel Entry, Parcel Clear Dates, and Project Certification (which is selected). Under the Project Certification tab, there are sections for Project Information, Region Certification, HQ Certification, and Comments. The Project Information section shows fields for Project Title, R/W Plan Title, and Work Order Number. The Region and HQ Certification sections have expand/collapse arrows. The Comments section has a 'Previous Comments' link and an 'Edit Comment' link. A 'Save' button is at the bottom right.

To edit or delete a certification, click the link to the right of the desired listing, as shown below.

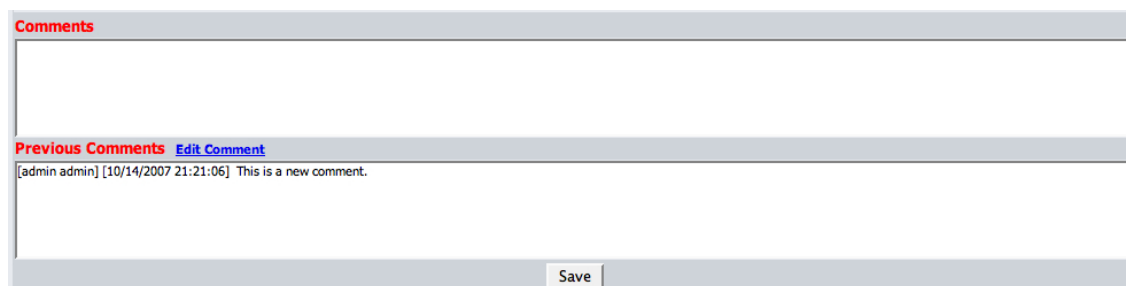
Region Certification			
Certification Type	Certification Date		
CERT 1 - All acquired with no exceptions	09/08/2007	Edit	Delete
New Region Certification +			
HQ Certification			
Certification Type	Certification Date		
CERT 2 - All acquired. Some P/U R/W exceptions	09/12/2007	Edit	Delete
New HQ Certification +			

To add a new certification, whether Region or HQ, click the New button. A dialog box will come up.

The dialog box is titled 'Region Certification'. It contains two fields: 'Certification Type: *' with a dropdown menu, and 'Certification Date: *' with a calendar icon. At the bottom, there are 'Insert' and 'Cancel' buttons.

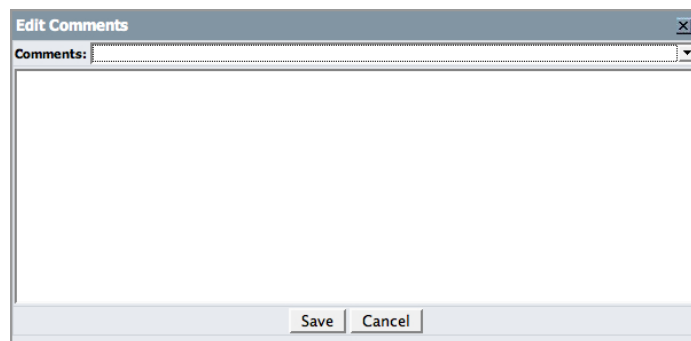
Choose the certification type from the pick list and the certification date from the calendar, then click Insert. The certification will then appear in the appropriate list in the Project Certification subcategory. Remember to click Save before navigating away from the page.

The Comments and Previous Comments sections allow you to include notes, as well as view and edit notes.



The screenshot shows a web interface with a header bar labeled "Comments" in red. Below the header is a large, empty text area for adding a new comment. At the bottom of this area is a "Save" button. Below the text area is a section titled "Previous Comments" in red, followed by a link "Edit Comment" in blue. Below this link is a single comment entry: "[admin admin] [10/14/2007 21:21:06] This is a new comment."

If you would like to edit a comment, click the link. The following dialog will appear.



The screenshot shows a dialog box titled "Edit Comments" with a close button (X) in the top right corner. Inside the dialog, there is a "Comments:" label followed by a pick list (a small box with a downward arrow). Below the pick list is a large, empty text area for editing the comment. At the bottom of the dialog are two buttons: "Save" and "Cancel".

The pick list will show all previous comments. Choose the one you would like to edit from the pick list. It will then appear in the window. Make your edits and click Save.

3.1.4 Parcel Summary

The Parcel Summary category is a concise summation of all available information about parcels in the project for which you searched. It includes the following: Project Information, Details, Rights to be Acquired, Tax Parcel Numbers, Owners, Occupants, Clear Dates, and Comments. Select the parcel you wish to view from the pick list. To view parcels for other projects, click the Search icon to return to the Simple Search (System Menu) page.

WASHINGTON STATE DEPARTMENT OF TRANSPORTATION
Integrated Realty Information System (IRIS)

ADMIN SEARCH REPORT SIGN OUT

Project Management ▸ **Parcel Summary** ▸ Title ▸ Appraisals/AOS ▸ Acquisition ▸ Condemnation ▸ Relocation ▸ Property Management ▸ Diary

Project Information

Project Title : 54313214847814321321

R/W Plan Title : 54313214847814321321 ▾ R/W Plan Sheet Number(s) :

IC Number(s) : ▾

Work Order Number : TBA

Parcel Number : 4-51213 ▾ Property Owner Name : Doe, James

Details ⌵

Rights To Be Acquired ⌵

Tax Parcel Numbers ⌵

Owners ⌵

Occupants ⌵

Clear Dates ⌵

Comments

Several specific details about the parcel are available here.

Details ⌵

Region : Aviation

Federal Aid Number :

Parcel Address :

City :

State :

County :

Zip (####-####) :

Present Use :

Appraisals Required (#) : 1

Relocation Required : No

Occupant Present : No

Acres : 0.000 /Sq.Ft 0.000

☐ Partial Acquisition ☐ Total Acquisition

Work Order Number : TBA Control Section :

A listing of tax parcel numbers, owners, occupants, and clear dates are included in the parcel summary, as well.

Tax Parcel Numbers												
Parcel Number :												
Owners												
Owner Name	Owner Type	Address	City	State	County	Zip	Phone	Fax	E-Mail	Owner Interest		
Doe, James	Individual	444 Any Street	Blaine	Washington						4452		
Occupants												
First Name	Middle Name	Last Name	Gender	City	Interest	Use	Phone	Rent/Unit	Unit Size	Tenant Annual Income	Lease Term	Lease Type
Jane		Jones	F	Olympia	\$0	Residential, Single Family		\$0.00	0.00	\$0.00	0	
Mailing Address												
Address 1 :												
Address 2 :												
City :												
State :												
Zip Code :												
Clear Dates												
Region Clear Dates												
PM Manager :												
Relocation Manager :												
Acquisition Manager :												
Real Estate Manager :												
Headquarter Clear Dates												
Title Approved :												
Payment Available / Escrow Dispersed :												

The Comments and Previous Comments sections allow you to include notes, as well as view and edit notes entered previously.

Comments
Previous Comments Edit Comment
[admin admin] [10/14/2007 21:21:06] This is a new comment.
Save

If you would like to edit a comment, click the link. The following dialog will appear.

Edit Comments
Comments:
Save Cancel

The pick list will show all previous comments. Choose the one you would like to edit from the pick list. It will then appear in the window. Make your edits and click Save.

3.1.5 Title

The Title category is where all title processing and tracking for projects is done. There are three subcategories: **General**, **Orders and Payments**, and **Recording and Policy**. Please note that the work flow in this category is as follows: A title order must first be placed by the user, or have already been placed, in the Orders and Payments subcategory before it can be tracked in the General subcategory.

WASHINGTON STATE DEPARTMENT OF TRANSPORTATION
Integrated Realty Information System (IRIS)

ADMIN SEARCH REPORT SIGN OUT

Project Management ▸ Parcel Summary ▸ **Title** ▸ Appraisals/AOS ▸ Acquisition ▸ Condemnation ▸ Relocation ▸ Property Management ▸ Diary

General Orders And Payments Recording And Policy

Project Information

Project Title: 54313214847814321321

R/W Plan Title: 54313214847814321321 R/W Plan Sheet Number(s):

IC Number:

Work Order Number: TBA

Parcel Number: 4-51213

Property Owner Name: Doe, James

Regional File Tracking

Comments

Previous Comments Edit Comment

Save Delete

You may view, edit, add, or delete information about Regional File Tracking once a title order has been placed, but only if it also has had a Title Examiner assigned to it in the Orders and Payments subcategory.

Regional File Tracking

File Tracking

Add File +

Transmittal Tracking

Add Transmittal +

The Orders and Payments subcategory allows you to maintain information regarding title orders and payments.

WASHINGTON STATE DEPARTMENT OF TRANSPORTATION
Integrated Really Information System (IRIS)

ADMIN SEARCH REPORT SIGN OUT

Project Management ▸ Parcel Summary ▸ **Title** ▸ Appraisals/AOS ▸ Acquisition ▸ Condemnation ▸ Relocation ▸ Property Management ▸ Diary

General **Orders And Payments** **Recording And Policy**

Project Information

Project Title: 54313214847814321321

R/W Plan Title: 54313214847814321321 R/W Plan Sheet Number(s):

IC Number:

Work Order Number: TBA

Tax Parcel Number: Parcel Number: 4-51213

Property Owner Name: Doe, James

County: Abbeville

Title Company: *

Escrow Company: Show All Company

Title Order History

Title Payment History

Comments

Previous Comments Edit Comment

Save Delete

To edit or delete an item in the Title Order History, click the link to the right of the item.

Title Order History

Order Number	Report Type	Sequence Number	Company	Request Date	Received Date	Effective Date	Title Examiner		
PENDING	Preliminary Commitment	1	ABC Title Company	09/08/2007				Edit	Delete

Add Order History +

To add a Title Order History, you must first select a title company and then click Add Order History. Be aware that if the company you selected does not have an authorization number, the system will not allow you to use it without one being added. Contact a system administrator to have the authorization number entered. When you click Add Order History, the following dialog box will appear.

Title Order History

Order Number: * PENDING

Report Type: *

Sequence Number: * 1

Requested Date: 09/08/2007

Received Date:

Effective Date:

RES Title Examiner:

Insert Cancel

Enter your data, remembering that fields marked with an asterisk are required. Click Insert. Your order will then be listed in the Title Order History area of the Orders and Payments subcategory and you have effectively placed an order for a title. Save before navigating away from that page.

Note: In the example above, there is no list of Title Examiners from which to choose. However, if examiners are listed, select one from that list. A Title Examiner must be included in the Title Order History section for it to be tracked in the General subcategory of the Title category.

To edit or delete an item in the Title Payment History, click the link to the right of the item.

Title Payment History								
Order Number	Payment Type	Sequence Number	Invoice Date	Amount	TRAINS Payment Voucher Number	Payment Date	Warrant Number	
PENDING	Excise Tax	1	09/12/2007	\$0.00				Edit Delete
Add Payment History +								

To add a Title Payment History click the Add Payment History button. When you do, a dialog box will appear.

Title Payment History

Order Number: *

PENDING (1)

Payment Type: *

Excise Tax

Invoice Number:

Invoice Date:

Amount (\$):

TRAINS Payment Voucher Number:

Voucher Payment date:

Warrant Number:

Warrant Date:

Insert

Cancel

Enter your data, remembering that fields marked with an asterisk are required. Click Insert. Your information will then be listed in the Title Payment History area of the Orders and Payments subcategory. Save before navigating away from that page.

The Comments and Previous Comments sections allow you to include notes, as well as view and edit notes.

Comments

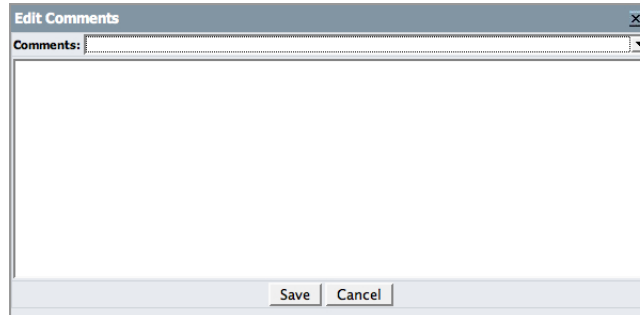
Previous Comments

Edit Comment

[admin admin] [10/14/2007 21:21:06] This is a new comment.

Save

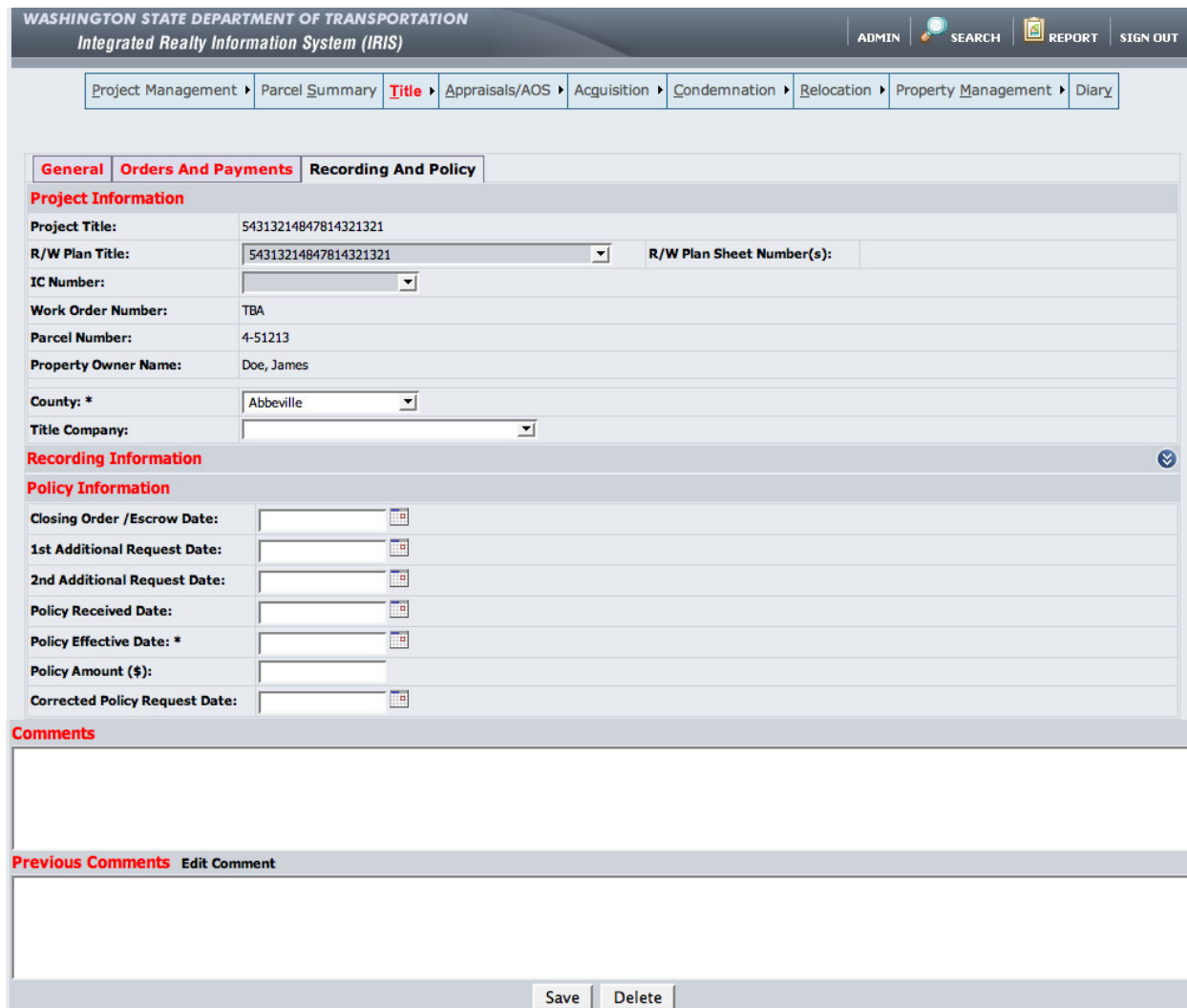
If you would like to edit a comment, click the link. The following dialog will appear.



The 'Edit Comments' dialog box features a title bar with a close button. Below the title bar is a 'Comments:' label followed by a dropdown menu. The main area of the dialog is a large, empty text box for editing. At the bottom, there are two buttons: 'Save' and 'Cancel'.

The pick list will show all previous comments. Choose the one you would like to edit from the pick list. It will then appear in the window. Make your edits and click Save.

In the **Recording and Policy** subcategory, you may view, edit, add, or delete information about the title(s) related to a project.



The screenshot shows the Washington State Department of Transportation Integrated Realty Information System (IRIS) interface. The top navigation bar includes 'ADMIN', 'SEARCH', 'REPORT', and 'SIGN OUT'. Below this is a breadcrumb trail: 'Project Management > Parcel Summary > Title > Appraisals/AOS > Acquisition > Condemnation > Relocation > Property Management > Diary'. The main content area has three tabs: 'General', 'Orders And Payments', and 'Recording And Policy'. The 'Recording And Policy' tab is active, showing sections for 'Project Information', 'Recording Information', 'Policy Information', 'Comments', and 'Previous Comments'. The 'Project Information' section includes fields for Project Title, R/W Plan Title, IC Number, Work Order Number, Parcel Number, Property Owner Name, County, and Title Company. The 'Recording Information' section includes fields for Closing Order / Escrow Date, 1st Additional Request Date, 2nd Additional Request Date, Policy Received Date, Policy Effective Date, Policy Amount (\$), and Corrected Policy Request Date. The 'Policy Information' section includes fields for Closing Order / Escrow Date, 1st Additional Request Date, 2nd Additional Request Date, Policy Received Date, Policy Effective Date, Policy Amount (\$), and Corrected Policy Request Date. The 'Comments' section has a large text area for adding new comments. The 'Previous Comments' section has a list of previous comments with an 'Edit Comment' link. At the bottom, there are 'Save' and 'Delete' buttons.

To edit or delete an item in the Recording Information list, click the link to the right of the item.

Recording Information			
Auditor File Number	Instrument Type	Instrument Recorded Date	Recorded Instrument Received
9541	Quitclaim Deed		
Edit Delete			
Add Recording Information +			

To add recording information, click the Add Recording Information button; the following dialog will appear.

Recording Information

Auditor File Number: *

Instrument Type: *

Instrument Recorded Date:

Recorded Instrument Received:

Insert

Cancel

Enter your data, remembering that fields marked with an asterisk are required. Click Insert. Your information will then be listed in the Recording Information section of the Recording and Policy subcategory. Remember to click Save before navigating away from the page.

In this subcategory, you may also view, edit, add, or delete details about the title policy itself, as shown below.

Policy Information	
Closing Order / Escrow Date:	
1st Additional Request Date:	
2nd Additional Request Date:	
Policy Received Date:	
Policy Effective Date: *	
Policy Amount (\$):	
Corrected Policy Request Date:	

The Comments and Previous Comments sections allow you to include notes, as well as view and edit notes.

Comments

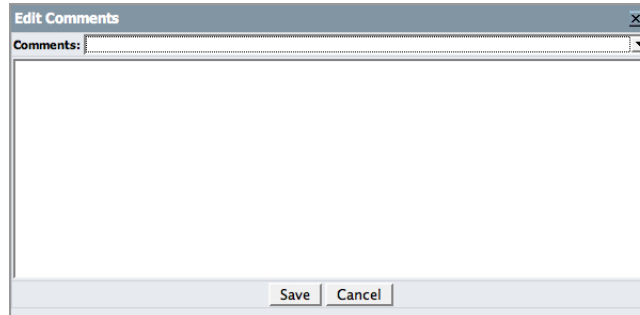
Previous Comments

[Edit Comment](#)

[admin admin] [10/14/2007 21:21:06] This is a new comment.

Save

If you would like to edit a comment, click the link. The following dialog box will come up.

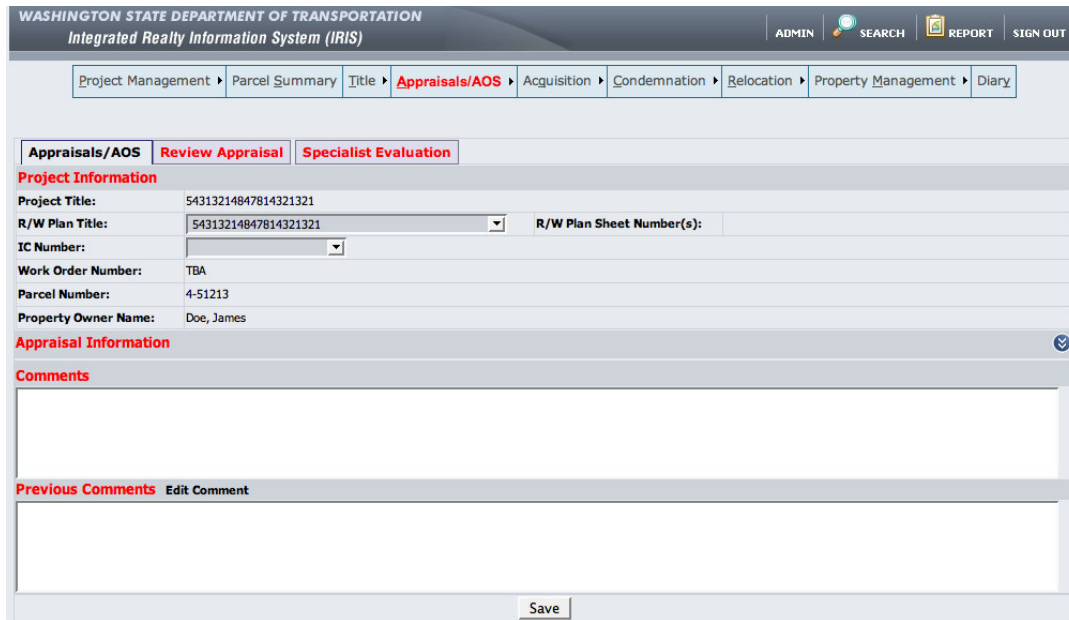


The 'Edit Comments' dialog box features a title bar with a close button. Below the title bar is a 'Comments:' label followed by a dropdown menu. The main area of the dialog is a large, empty text box for editing. At the bottom, there are 'Save' and 'Cancel' buttons.

The pick list will show all previous comments. Choose the one you would like to edit from the pick list. It will then appear in the window. Make your edits and click Save.

3.1.6 Appraisals/AOS

The Appraisals/AOS category is where information regarding appraisals is entered and tracked. There are three subcategories: **Appraisals/AOS**, **Review Appraisal**, and **Specialist Evaluation**. Each one will be discussed in order below.



The screenshot shows the 'WASHINGTON STATE DEPARTMENT OF TRANSPORTATION Integrated Realty Information System (IRIS)' interface. The top navigation bar includes 'ADMIN', 'SEARCH', 'REPORT', and 'SIGN OUT'. Below this is a breadcrumb trail: 'Project Management > Parcel Summary > Title > Appraisals/AOS > Acquisition > Condemnation > Relocation > Property Management > Diary'. The 'Appraisals/AOS' subcategory is selected, with tabs for 'Appraisals/AOS', 'Review Appraisal', and 'Specialist Evaluation'. The 'Project Information' section contains fields for 'Project Title' (54313214847814321321), 'R/W Plan Title' (54313214847814321321), 'IC Number' (dropdown), 'Work Order Number' (TBA), 'Parcel Number' (4-51213), and 'Property Owner Name' (Doe, James). The 'Appraisal Information' section is collapsed. Below it is a 'Comments' section with a large text area. At the bottom, there is a 'Previous Comments' section with an 'Edit Comment' link and a 'Save' button.

You may edit or delete existing appraisal information by clicking the link to the right of the details in the Appraisal Information list.

Appraisal Information					
Appraiser	Date Contracted	Date Assigned	Appraisal Total		
Smith, John (Consultant)	09/10/2007		\$45,850.00	Edit	Delete
Add Appraisal Information +					

You may also add information by clicking the Add Appraisal Information button. When you do so, a dialog box will appear, such as the one below.

Appraisal Information			
Appraisal Type: *	<input type="text"/>		
Appraiser/Agent: *	<input type="text"/>	Detail Information	Add Appraiser
Date Contracted: *	09/08/2007	Before Value(\$): *	0
Date Assigned: *	<input type="text"/>	After Value(\$): *	0
Date Due: *	09/08/2007	Difference(\$): *	0
Date Received: *	09/08/2007	Land Value(\$): *	0
Date To Review: *	09/08/2007	Improvements(\$): *	0
Date Corrected:	<input type="text"/>	Easements(\$): *	0
Appraisal Fee(\$): *	0	Access Rights(\$): *	0
Date of Value:	<input type="text"/>	Damages :	
		Cost To Cure(\$): *	0
		Proximity(\$): *	0
		Other(\$): *	0
		Benefits(\$): *	0
		Appraisal Total(\$): *	0
		Market Rent(\$): *	0
<input type="button" value="Insert"/> <input type="button" value="Cancel"/>			

If the appraiser is not currently listed, you may add him or her by clicking the Add Appraiser link on the right. When you do so, a second dialog box will open within the first one, as shown here.

Appraisal Information			
Appraisal Type: *	<input type="text"/>		
Appraiser/Agent: *	<input type="text"/>	Hide Information	Add Appraiser
Appraiser Information			
Appraiser Name:	First Name *	Middle Name	Last Name *
Social Security Number:	<input type="text"/>		
Staff or Consultant:	<input type="radio"/> Staff <input type="radio"/> Consultant		
Company Name:	<input type="text"/>		Add New Business
Address: Line 1: *	<input type="text"/>		
Line 2:	<input type="text"/> (Optional)		
Line 3:	<input type="text"/> (Optional)		
City: *	<input type="text"/>		
State:	Washington		
County:	<input type="text"/>		
Zip: (#####-####)	<input type="text"/>		
Phone Number: (###)###-####	<input type="text"/>		
Contact Number: (###)###-####	<input type="text"/>		
Fax Number: (###)###-####	<input type="text"/>		
E-Mail: (emailid@yourdomain.com)	<input type="text"/>		
Website: (www.yourdomain.com)	<input type="text"/>		

Save		Cancel -	
Date Contracted: *	10/17/2007	Before Value(\$): *	0
Date Assigned: *		After Value(\$): *	0
Date Due: *	10/17/2007	Difference(\$): *	0
Date Received: *	10/17/2007	Land Value(\$): *	0
Date To Review: *	10/17/2007	Improvements(\$): *	0
Date Corrected:		Easements(\$): *	0
Appraisal Fee(\$): *	0	Access Rights(\$): *	0
Date of Value:		Damages :	
		Cost To Cure(\$): *	0
		Proximity(\$): *	0
		Other(\$): *	0
		Benefits(\$): *	0
		Appraisal Total(\$): *	0
		Market Rent(\$): *	0
		Insert	Cancel

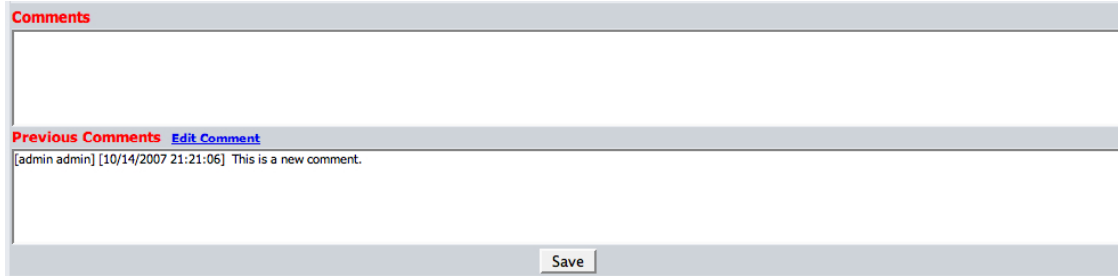
Also, if the business with which the appraiser is associated is not included in the pick list, you may add it by clicking the Add Business link. When you do so, a third dialog box will appear, as shown below.

Business Entity			
Appraiser Company: *			
Authorization Number:			
Vendor Code:			
Tax ID:			
Address: Line 1: *			
Line 2:	(Optional)		
Line 3:	(Optional)		
City: *			
State: *	Washington		
County:			
Country:			
Zip: (#####-####)			
Phone Number: (###)###-####	() -		
Name:	First Name	Middle Name	Last Name
Contact Number: (###)###-####	() -		
Fax Number: (###)###-####	() -		
E-Mail: (emailid@yourdomain.com)			
Website: (www.yourdomain.com)			
Save Cancel -			

Once you have added the business information, click Save. You will be returned to the Appraiser Information dialog, where the new business will now be included in the Company Name pick list. Once you have entered the appraiser information, click Save. The new appraiser will then appear in the pick list, and you may finish completing the appraisal information.

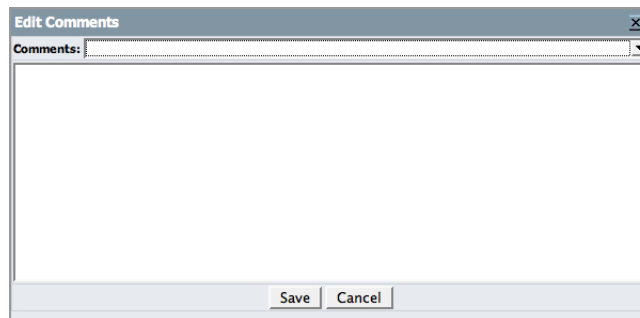
Notice that, as you add values in the column on the right, the application calculates the total for you. When you have entered all information, click Insert. The new information will then be shown in the Appraisal Information listing in the Appraisals/AOS subcategory. Remember to click Save if you have made any changes.

The Comments and Previous Comments sections allow you to include notes, as well as view and edit notes.



The screenshot shows a web interface with two main sections. The top section is titled "Comments" in red text. Below it is a large, empty text area for adding a new comment. The bottom section is titled "Previous Comments" in red text, followed by a blue link "Edit Comment". Below this link, a single comment is displayed: "[admin admin] [10/14/2007 21:21:06] This is a new comment." At the bottom right of the interface is a "Save" button.

If you would like to edit a comment, click the link. The following dialog will appear.



The screenshot shows a dialog box titled "Edit Comments" with a close button (X) in the top right corner. Inside the dialog, there is a "Comments:" label followed by a dropdown menu. Below the dropdown is a large, empty text area for editing the comment. At the bottom of the dialog are "Save" and "Cancel" buttons.

The pick list will show all previous comments. Choose the one you would like to edit from the pick list. It will then appear in the window. Make your edits and click the Save button.

In the **Review Appraisal** subcategory, you may edit or delete information about any appraisal reviews that have been conducted by clicking the link to the right of the entry in the Review Appraisal Information section.

WASHINGTON STATE DEPARTMENT OF TRANSPORTATION
Integrated Realty Information System (IRIS)

ADMIN SEARCH REPORT SIGN OUT

Project Management ▸ Parcel Summary ▸ Title ▸ **Appraisals/AOS** ▸ Acquisition ▸ Condemnation ▸ Relocation ▸ Property Management ▸ Diary

Appraisals/AOS Review Appraisal Specialist Evaluation

Project Information

Project Title: 54313214847814321321
 R/W Plan Title: 54313214847814321321 R/W Plan Sheet Number(s):
 IC Number:
 Work Order Number: TBA
 Parcel Number: 4-51213
 Property Owner Name: Doe, James

Review Appraisal Information

Add New Review +

Comments

Previous Comments Edit Comment

Save

You may also add information by clicking the Add New Review button. When you do so, a dialog box will appear, such as the one below.

Review Information

Select Appraisal: *
 Review Type: *
 Review Appraiser/Agent: *

Date Contracted: * 10/17/2007
 Date Assigned: *
 Date Corrections Requested:
 Date Corrected:
 Date Completed:
 Review Fee(\$): * 0

Detail Information

Before Value(\$): * 0
 After Value(\$): * 0
 DV Amount (\$): * 0
 DV / AOS Approved Date:
 DV Number: * 0
 Land Value(\$): * 0
 Improvements(\$): * 0
 Easements(\$): * 0
 Access Rights(\$): * 0
 Damages :
 Cost To Cure (\$): * 0
 Proximity(\$): * 0
 Other(\$): * 0
 Benefits(\$): * 0
 Total 0
 Uneconomic Remnant(\$): * 0

Just Compensation

Amount(\$): * 0 Date: *
 Authorized by: *

Insert Cancel

If the reviewer is not currently listed, you may add him or her by clicking the Add Reviewer link on the right. When you do so, a second dialog box will open within the first one.

Review Information			
Select Appraisal: *			
Review Type: *			
Review Appraiser/Agent: *			Hide Information Add Reviewer
Review Appraiser Information			
Reviewer Name:	First Name *	Middle Name	Last Name *
Social Security Number:			
Staff or Consultant:	<input type="radio"/> Staff <input type="radio"/> Consultant		
Company Name:			Add New Business
Address: Line 1: *			
Line 2:	(Optional)		
Line 3:	(Optional)		
City: *			
State:	Washington		
County:			
Zip: (#####)			
Phone Number: (###)###-####	() -		
Contact Number: (###)###-####	() -		
Fax Number: (###)###-####	() -		
E-Mail: (emailid@yourdomain.com)			
Website: (www.yourdomain.com)			
Save Cancel			
Date Contracted: *	10/17/2007	Before Value(\$): *	0
Date Assigned: *		After Value(\$): *	0
Date Corrections Requested: *		DV Amount (\$): *	0
Date Corrected:		DV / AOS Approved Date:	
Date Completed:		DV Number: *	0
Review Fee(\$): *	0	Land Value(\$): *	0
		Improvements(\$): *	0
		Easements(\$): *	0
		Access Rights(\$): *	0
		Damages:	
		Cost To Cure (\$): *	0
		Proximity(\$): *	0
		Other(\$): *	0
		Benefits(\$): *	0
		Total	0
		Uneconomic Remnant(\$): *	0
Just Compensation			
Amount(\$): *	0	Date:	
		Authorized by:	
Insert Cancel			

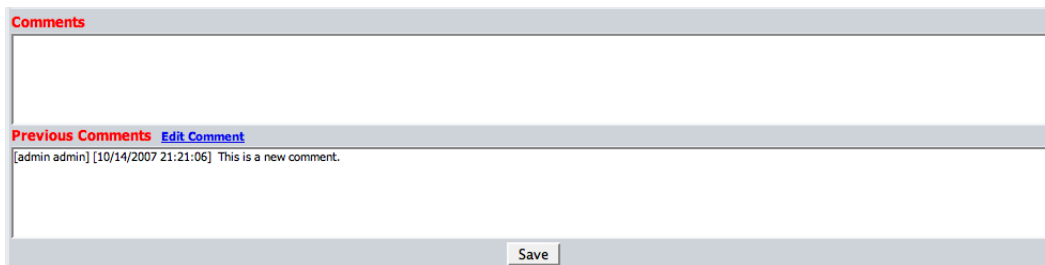
Also, if the business with which the reviewer is associated is not included in the pick list, you may add it by clicking the Add Business link. When you do so, a third dialog box will expand.

Business Entity			
Reviewer Company: *			
Authorization Number:			
Vendor Code:			
Tax ID:			
Address: Line 1: *			
Line 2:	(Optional)		
Line 3:	(Optional)		
City: *			
State: *	Washington		
County:			
Country:			
Zip: (#####)			
Phone Number: (###)###-####	() -		
Name:	First Name	Middle Name	Last Name
Contact Number: (###)###-####	() -		
Fax Number: (###)###-####	() -		
E-Mail: (emailid@yourdomain.com)			
Website: (www.yourdomain.com)			
Save Cancel			

Once you have added the business information, click Save. You will be returned to the Review Appraiser Information dialog, where the new business will now be included in the Company Name pick list. Once you have entered the reviewer information, click Save. The new reviewer will then appear in the pick list, and you may finish completing the review information, including Just Compensation. Remember that fields marked with an asterisk are required.

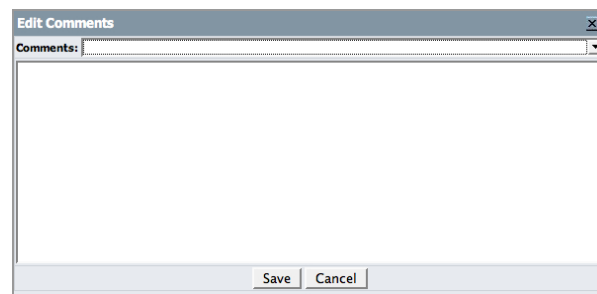
Notice that, as you add values in the column on the right in the Review Information section, the application calculates the total for you. When you have entered all information, click Insert. The new information will then be shown in the Review Appraisal Information section in the Review Appraisal subcategory. Remember to click Save if you have made any changes before moving on.

The Comments and Previous Comments sections allow you to include notes, as well as view and edit notes entered previously.



The screenshot shows a web interface with a 'Comments' section. At the top, there is a red header 'Comments'. Below it is a large text area. Underneath the text area, there is a section titled 'Previous Comments' with a link 'Edit Comment'. Below this, there is a list of previous comments, showing one entry: '[admin admin] [10/14/2007 21:21:06] This is a new comment.' At the bottom right of the section, there is a 'Save' button.

If you would like to edit a comment, click the link. The following dialog will appear.



The screenshot shows a dialog box titled 'Edit Comments'. It has a close button (X) in the top right corner. Below the title bar, there is a 'Comments:' label followed by a dropdown menu. The main area of the dialog is a large text field. At the bottom, there are 'Save' and 'Cancel' buttons.

The pick list will show all previous comments. Choose the one you would like to edit. Make your edits and Save.

In the **Specialist Evaluation** subcategory, you will find details about any appraisals made by specialists.

WASHINGTON STATE DEPARTMENT OF TRANSPORTATION
Integrated Realty Information System (IRIS)

ADMIN SEARCH REPORT SIGN OUT

Project Management Parcel Summary Title Appraisals/AOS Acquisition Condemnation Relocation Property Management Diary

General Project Entry Parcel Entry Parcel Clear Dates Project Certification

Appraisals/AOS Review Appraisal Specialist Evaluation

Project Information

Project Title: 54313214847814321321

R/W Plan Title: 54313214847814321321 R/W Plan Sheet Number(s):

IC Number:

Work Order Number: TBA

Parcel Number: 4-51213

Property Owner Name: Doe, James

Number Of Evaluations: 1

Specialist Evaluation

Comments

Previous Comments Edit Comment

Save

To edit or delete information about an evaluation, click the links to the right of the entry in the list.

Specialist Evaluation				
Specialist	Date Contracted	Date Assigned	Specialist Fee	
Acme Electric(Company)	09/08/2007	09/08/2007	\$1,000.00	Edit Delete
Add Specialist Evaluation +				

You may also add information by clicking the Add Specialist Evaluation button. When you do so, a dialog box will appear, such as the one below.

Specialist Evaluation

Evaluation Type: *

Parcel Number: 4-51213

Specialist Type: ☒ Business ☐ Individual

Specialist: * [Detail Information](#) [Add Specialist](#)

Date Contracted: * 10/17/2007 Assigned Date: * 10/17/2007

Due Date: * 10/17/2007 Date Complete: *

Specialist Fee (\$): * 0

[Insert](#) [Cancel](#)

If the specialist is not currently listed, you may add him or her by clicking the Add Specialist link on the right. When you do so, a second dialog box will open within the first one.

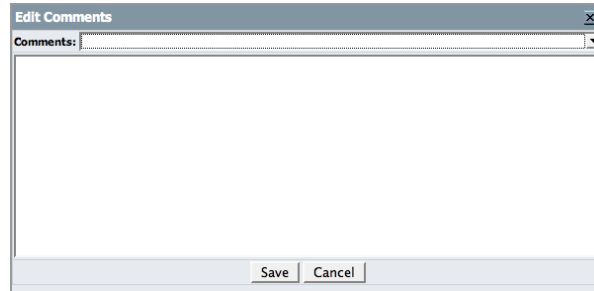
Specialist Evaluation			
Evaluation Type: *			
Parcel Number:	4-51213		
Specialist Type:	<input checked="" type="radio"/> Business <input type="radio"/> Individual		
Specialist: *			Hide Information Add Specialist
Specialist Information			
Specialist Company: *			
Authorization Number:			
Vendor Code:			
Tax ID:			
Address:	Line 1: *		
	Line 2:	(Optional)	
	Line 3:	(Optional)	
City: *			
State: *	Washington		
County:			
Country:	United States		
Zip: (#####)			
Phone Number: (###)###-####	() -		
Name:	First Name	Middle Name	Last Name
Contact Number: (###)###-####	() -		
Fax Number: (###)###-####	() -		
E-Mail: (emailid@yourdomain.com)			
Website: (www.yourdomain.com)			
<input type="button" value="Save"/> <input type="button" value="Cancel -"/>			
Date Contracted: *	10/17/2007	Assigned Date: *	10/17/2007
Due Date: *	10/17/2007	Date Complete:	
Specialist Fee (\$): *	0		
<input type="button" value="Insert"/> <input type="button" value="Cancel"/>			

Fields marked with an asterisk are required. When you have entered all data, click Insert. The new information will then be shown in the Specialist Information section in the Specialist Evaluation subcategory. Remember to click Save if you have made any changes before moving on.

The Comments and Previous Comments sections allow you to include notes, as well as view and edit notes.

Comments
<div style="border: 1px solid gray; height: 100px; width: 100%;"></div>
Previous Comments Edit Comment
<div style="border: 1px solid gray; padding: 5px;"> <p>[admin admin] [10/14/2007 21:21:06] This is a new comment.</p> </div>
<input type="button" value="Save"/>

If you would like to edit a comment, click the link. The following dialog will appear.



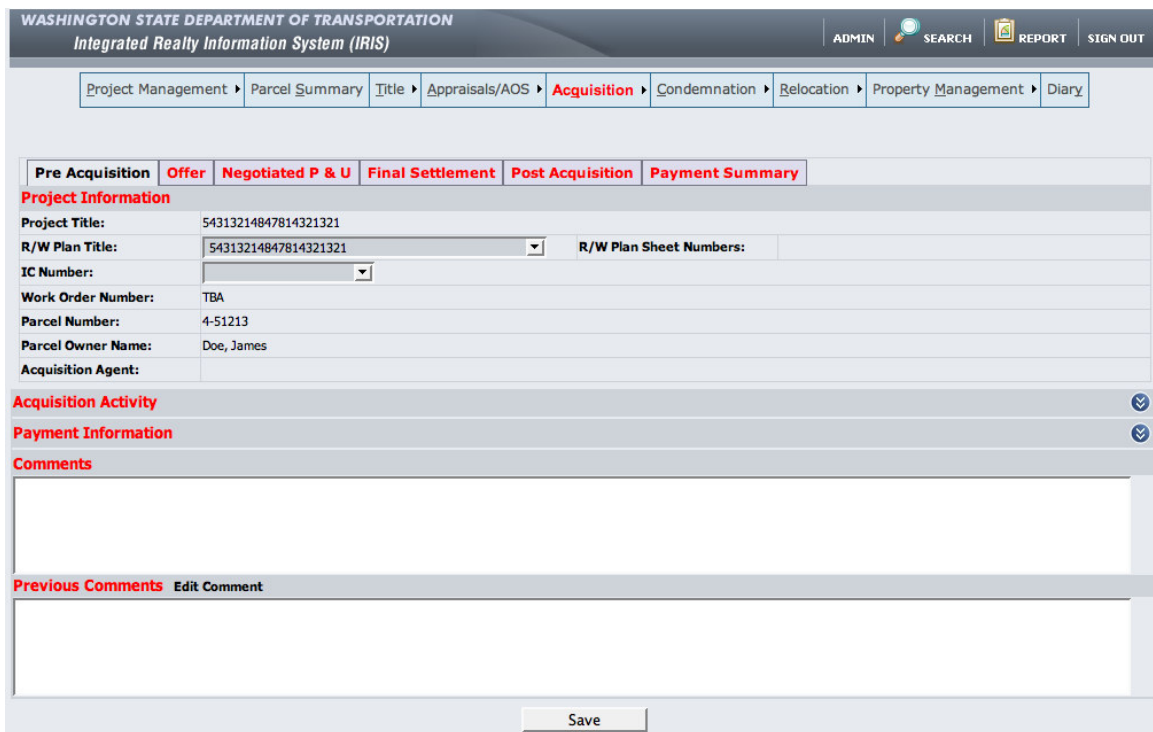
The 'Edit Comments' dialog box features a title bar with a close button. Below the title bar is a 'Comments:' label followed by a dropdown menu. The main area of the dialog is a large, empty text box for editing. At the bottom, there are 'Save' and 'Cancel' buttons.

The pick list will show all previous comments. Choose the one you would like to edit. Make your edits and Save.

3.1.7 Acquisition

The Acquisition category consists of six subcategories: **Pre-Acquisition**, **Offer**, **Negotiated P & U**, **Final Settlement**, **Post-Acquisition**, and **Payment Summary**. Each one will be discussed in order below.

In the **Pre-Acquisition** subcategory, you have the ability to view, edit, delete, or add information about pre-acquisition activity and payments.



The screenshot shows the 'WASHINGTON STATE DEPARTMENT OF TRANSPORTATION Integrated Realty Information System (IRIS)' interface. The top navigation bar includes 'ADMIN', 'SEARCH', 'REPORT', and 'SIGN OUT'. Below this is a breadcrumb trail: 'Project Management > Parcel Summary > Title > Appraisals/AOS > Acquisition > Condemnation > Relocation > Property Management > Diary'. The 'Acquisition' subcategory is selected, showing tabs for 'Pre Acquisition', 'Offer', 'Negotiated P & U', 'Final Settlement', 'Post Acquisition', and 'Payment Summary'. The 'Pre Acquisition' tab is active, displaying 'Project Information' with fields for 'Project Title', 'R/W Plan Title', 'IC Number', 'Work Order Number', 'Parcel Number', 'Parcel Owner Name', and 'Acquisition Agent'. Below this are sections for 'Acquisition Activity', 'Payment Information', and 'Comments'. The 'Comments' section has a large text area and a 'Previous Comments' link. A 'Save' button is at the bottom.

You may edit or delete information about any acquisition activity by clicking the link to the right of the entries in the list.

Acquisition Activity										
Sequence No.	Agent	Date of Activity Assigned	Type of Activity	Purpose	Owner Signed Date	Expiration Date	Transmitted To HQ Date	HQ Received Date	HQ Approved Date	
1	Alm, Peter (Staff)	09/08/2007	Option to Purchase							Edit Delete
Add Acquisition Activity +										

To add information about acquisition activity, click the Add Acquisition Activity button. When you do, the following dialog will appear.

Acquisition Activity

Sequence No.: *

2

Agent: *

Alm, Peter (Staff)

Detail Information

Type of Activity: *

Date Activity Assigned: *

Owner Signed Date:

Purpose:

Transmitted To HQ Date:

Expiration Date:

HQ Approved Date:

HQ Received Date:

Insert

Cancel

Fields marked with an asterisk are required. When you have entered all information, click Insert. The new information will then be shown in the Acquisition Activity section in the Pre-Acquisition subcategory. Remember to click Save if you have made any changes before moving on.

You may edit or delete information about any payment information by clicking the link to the right of the entries in the list.

Payment Information						
Sequence No.	Payment Type	Amount	TRAINS Voucher No.	Warrant No.	Payment Mailed Date	
1	Option to Purchase	\$25,000.00				Edit Delete
Add Payment Type +						

To add payment information, click the Add Payment Type button. When you do, the following dialog will appear.

Payment Type

Sequence No.: *

Payment Type: *

Amount (\$): *

TRAINS Voucher No:

Warrant No:

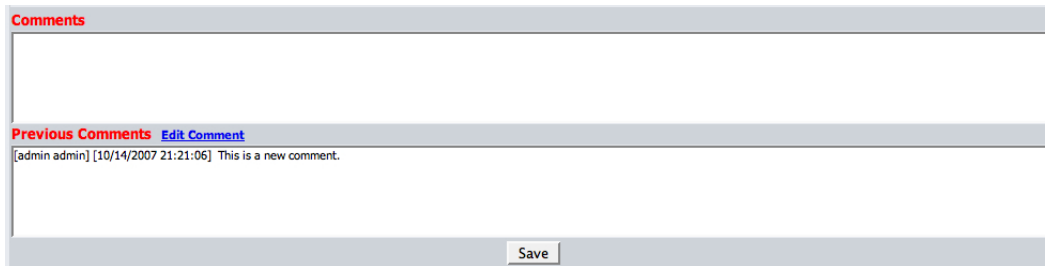
Payment Mailed Date:

Insert

Cancel

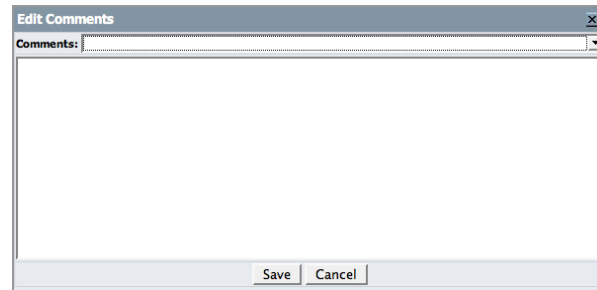
Fields marked with an asterisk are required. When you have entered all information, click Insert. The new information will then be shown in the Payment Information section in the Pre-Acquisition subcategory. Remember to click Save before moving on.

The Comments and Previous Comments sections allow you to include notes, as well as view and edit notes entered previously.



The screenshot shows a web interface with a header bar labeled "Comments" in red. Below the header is a large empty text area. Underneath this area is a sub-header bar containing two links: "Previous Comments" in red and "Edit Comment" in blue. Below the sub-header is a list of comments. The first comment is "[admin admin] [10/14/2007 21:21:06] This is a new comment." At the bottom of the interface is a "Save" button.

If you would like to edit a comment, click the link. The following dialog will appear.



The screenshot shows a dialog box titled "Edit Comments" with a close button (X) in the top right corner. Inside the dialog, there is a "Comments:" label followed by a pick list (dropdown menu). Below the pick list is a large empty text area for editing the comment. At the bottom of the dialog are "Save" and "Cancel" buttons.

The pick list will show all previous comments. Choose the one you would like to edit. Make your edits and Save.

The **Offer** subcategory allows you to view, edit, delete, or add information about offers, revised offers, counter offers, and negotiator's reports.

WASHINGTON STATE DEPARTMENT OF TRANSPORTATION
Integrated Realty Information System (IRIS)

ADMIN SEARCH REPORT SIGN OUT

Project Management ▸ Parcel Summary ▸ Title ▸ Appraisals/AOS ▸ **Acquisition** ▸ Condemnation ▸ Relocation ▸ Property Management ▸ Diary

Pre Acquisition Offer **Negotiated P & U** Final Settlement Post Acquisition Payment Summary

Project Information

Project Title: 54313214847814321321

R/W Plan Title: 54313214847814321321 R/W Plan Sheet Number(s):

IC Number:

Work Order Number: TBA

Parcel Number: 4-51213

Parcel Owner Name: Doe, James

Acquisition Agent: * Detail Information

DV/Offer Amount (\$): * Offer Withdrawn Date:

Offer Information

Offer Date: *

Revised Offer(s) #

Owner's counter Offer(s) #

Negotiator's Report

Comments

Previous Comments Edit Comment

Save

You may edit or delete information about any revised offers or counter offers by clicking the link to the right of the entries in the lists.

Revised Offer(s) #

Just Compensation	JC Approval Date	Revised Offer Date	Revised Offer Withdrawn Date	
\$23,000.00	09/18/2007	09/19/2007		Edit Delete

Add Revised Offer +

Owner's counter Offer(s) #

Owner's Counter Offer Amount	Owner's Counter Offer Date	Mode	
\$24,000.00	09/19/2007	Verbal	Edit Delete

Add Owner's Counter Offer +

To add information about a revised offer, click the Add Revised Offer button. When you do, the following dialog will appear.

Revised Offer(s)#

Just Compensation(\$): *

JC Approval Date: *

Revised Offer Date: *

Revised Offer Withdrawn Date:

Insert Cancel

Fields marked with an asterisk are required. When you have entered all information, click Insert. The new information will then be shown in the Revised Offer section in the Offer subcategory. Remember to click Save before moving on.

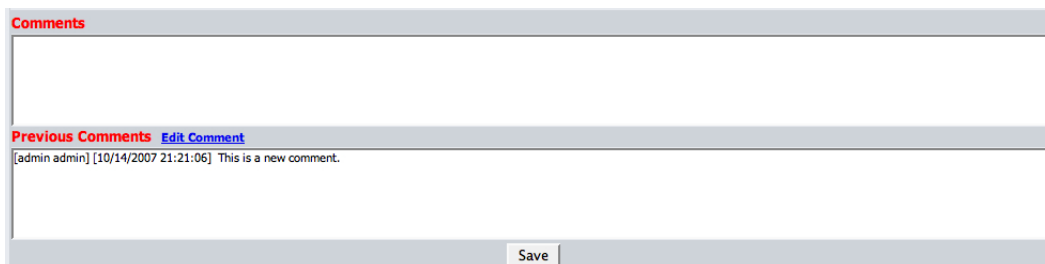
To add information about an owner's counter offer, click the Add Owner's Counter Offer button. When you do, the following dialog will appear.



A dialog box titled "Owner counter Offer(s)#" with a close button (X) in the top right corner. It contains three input fields: "Owner's Counter Offer Amount(\$): *" with a text box, "Owner's Counter Offer Date: *" with a date picker, and "Mode:" with a dropdown menu currently set to "Verbal". At the bottom are "Insert" and "Cancel" buttons.

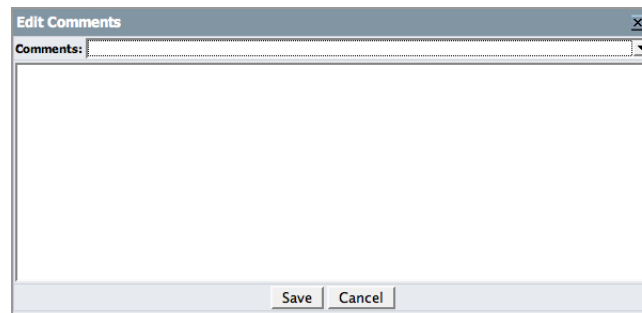
Fields marked with an asterisk are required. When you have entered all information, click Insert. The new information will then be shown in the Owner's Counter Offer section in the Offer subcategory. Remember to click Save before moving on.

The Comments and Previous Comments sections allow you to include notes, as well as view and edit notes entered previously.



A web interface section with a "Comments" header and a large text area for entering new comments. Below this is a "Previous Comments" section with a link "Edit Comment". It displays a single comment: "[admin admin] [10/14/2007 21:21:06] This is a new comment." At the bottom is a "Save" button.

If you would like to edit a comment, click the link. The following dialog will appear.



A dialog box titled "Edit Comments" with a close button (X) in the top right corner. It features a "Comments:" label followed by a dropdown menu. Below the dropdown is a large text area for editing the comment. At the bottom are "Save" and "Cancel" buttons.

The pick list will show all previous comments. Choose the one you would like to edit from the pick list. It will then appear in the window. Make your edits and click Save.

The **Negotiated P & U** subcategory allows you to view, edit, delete, or add about transmittal information, payment information, and payment summary data about negotiated possession and use for the project in question.

WASHINGTON STATE DEPARTMENT OF TRANSPORTATION
Integrated Realty Information System (IRIS)

ADMIN SEARCH REPORT SIGN OUT

Project Management ▸ Parcel Summary ▸ Title ▸ Appraisals/AOS ▸ **Acquisition** ▸ Condemnation ▸ Relocation ▸ Property Management ▸ Diary

Pre Acquisition Offer **Negotiated P & U** Final Settlement Post Acquisition Payment Summary

Project Information

Project Title: 54313214847814321321

R/W Plan Title: 54313214847814321321 R/W Plan Sheet Number(s):

IC Number:

Work Order Number: TBA

Parcel Number: 4-51213

Parcel Owner Name: Doe, James

Acquisition Agent: * Detail Information

Transmittal Information

Payment Information

Payment Summary

Comments

Previous Comments Edit Comment

Save

In the Transmittal Information section, you may enter and view relevant data, as shown below.

Transmittal Information

Owner Signed Date: Package Returned To Region Date:

Transmitted To HQ Date: Retransmitted date:

HQ Received Date: HQ Approved Date:

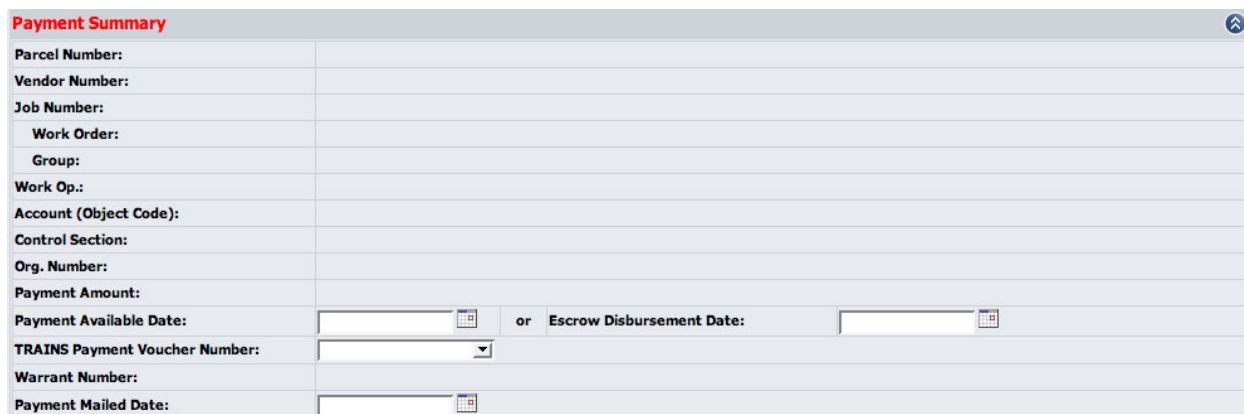
The Payment Information section allows you to enter and view details regarding payment.

Payment Information

Payment Type	Amount
Land (\$):	
Improvements (\$):	
Damages :	
Cost To Cure (\$):	
Proximity (\$):	
Other (\$):	
Special Benefits (-\$):	
JC Amount (\$):	
Administrative Settlement (\$):	
Uneconomic Remainder (\$):	
Escrow Fee (\$):	
Statutory Evaluation Allowance (\$):	
Total Amount Paid (\$):	

Notice that, as you add values in this section, the application calculates the total for you.

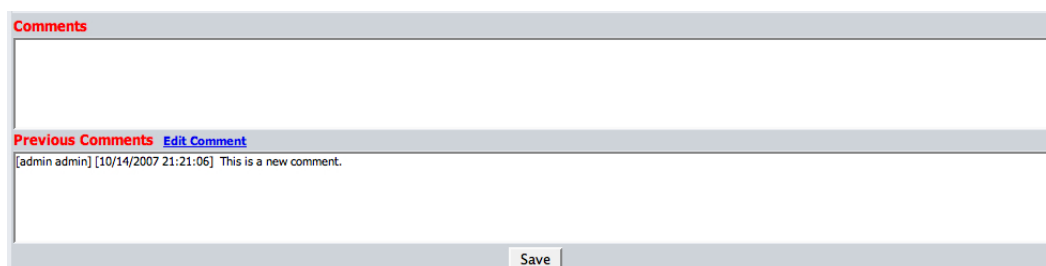
The Payment Summary section allows you to view and enter additional information about payments.



Payment Summary

Parcel Number:	
Vendor Number:	
Job Number:	
Work Order:	
Group:	
Work Op.:	
Account (Object Code):	
Control Section:	
Org. Number:	
Payment Amount:	
Payment Available Date:	<input type="text"/> <input type="button" value="Calendar"/> or Escrow Disbursement Date: <input type="text"/> <input type="button" value="Calendar"/>
TRAINS Payment Voucher Number:	<input type="text"/>
Warrant Number:	
Payment Mailed Date:	<input type="text"/> <input type="button" value="Calendar"/>

The Comments and Previous Comments sections allow you to include notes, as well as view and edit notes entered previously.

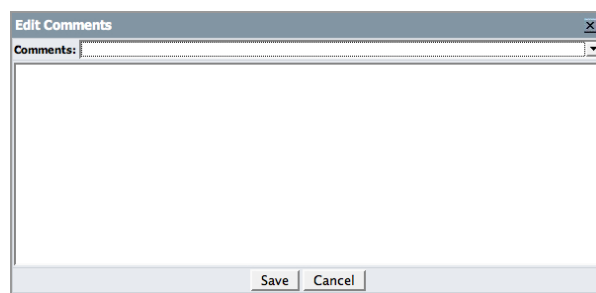


Comments

Previous Comments [Edit Comment](#)

[admin admin] [10/14/2007 21:21:06] This is a new comment.

If you would like to edit a comment, click the link. The following dialog will appear.



Edit Comments

Comments:

The pick list will show all previous comments. Choose the one you would like to edit from the pick list. It will then appear in the window. Make your edits and click Save.

In the **Final Settlement** subcategory, you may view, edit, delete, or add transmittal information, payment information, and payment summary data pertinent to the final settlement for the acquisition in question.

WASHINGTON STATE DEPARTMENT OF TRANSPORTATION
Integrated Realty Information System (IRIS)

ADMIN SEARCH REPORT SIGN OUT

Project Management ▸ Parcel Summary ▸ Title ▸ Appraisals/AOS ▸ **Acquisition** ▸ Condemnation ▸ Relocation ▸ Property Management ▸ Diary

Pre Acquisition Offer **Negotiated P & U** Final Settlement Post Acquisition Payment Summary

Project Information

Project Title: 54313214847814321321

R/W Plan Title: 54313214847814321321 R/W Plan Sheet Number(s):


IC Number:


Work Order Number: TBA


Parcel Number: 4-51213

Parcel Owner Name: Doe, James

Acquisition Agent: * Alm, Peter (Staff) [Detail Information](#)

Transmittal Information 

Payment Information 


Payment Summary 


Comments


[Previous Comments](#) [Edit Comment](#)


[Save](#)


In the Transmittal Information section you may enter and view data, as shown below.


Transmittal Information 


Owner Signed Date: 

Transmitted To HQ Date: 

HQ Received Date: 

Package Returned To Region Date: 

Retransmitted Date: 

HQ Approved Date: 

The Payment Information section allows you to enter and view details regarding payment.

Payment Information	
Payment Type	Amount
Land (\$):	<input type="text"/>
Improvements (\$):	<input type="text"/>
Damages :	
Cost To Cure (\$):	<input type="text"/>
Proximity (\$):	<input type="text"/>
Other (\$):	<input type="text"/>
Special Benefits (-\$):	<input type="text"/>
JC Amount (\$):	<input type="text"/>
Remainder :	
Uneconomic Remnant (\$):	<input type="text"/>
Excess Acquisition (\$):	<input type="text"/>
Deductions(-\$):	
Amount Previously Paid (\$):	<input type="text"/>
Performance Bond (A592) (\$):	<input type="text"/>
Salvage Amount (\$):	<input type="text"/>
Pre Paid Rent (\$):	<input type="text"/>
Other (\$):	<input type="text"/>
Administrative Settlement (\$):	<input type="text"/>
Statutory Evaluation Allowance(\$):	<input type="text"/>
Escrow Fee (\$):	<input type="text"/>
Excise Tax (\$):	<input type="text"/>
Other (\$):	<input type="text"/>
Total Amount Paid (\$):	<input type="text"/>

Notice that, as you add values in Payment Information section, the application calculates the total for you. When you have entered all desired information on the page, click Save. Remember, fields marked with an asterisk are required.

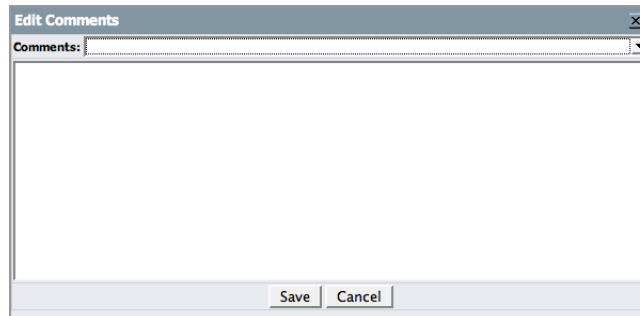
The Payment Summary section allows you to view and enter additional information about payments.

Payment Summary	
Parcel Number:	<input type="text"/>
Vendor Number:	<input type="text"/>
Job Number:	<input type="text"/>
Work Order:	<input type="text"/>
Group:	<input type="text"/>
Work Op.:	<input type="text"/>
Account (Object Code):	<input type="text"/>
Control Section:	<input type="text"/>
Org. Number:	<input type="text"/>
Payment Amount:	<input type="text"/>
Payment Available Date:	<input type="text"/> or Escrow Disbursement Date: <input type="text"/>
TRAINS Payment Voucher Number: *	<input type="text"/>
Warrant Number: *	<input type="text"/>
Payment Mailed Date:	<input type="text"/>

The Comments and Previous Comments sections allow you to include notes, as well as view and edit notes entered previously.

Comments
<div></div>
Previous Comments Edit Comment
[admin admin] [10/14/2007 21:21:06] This is a new comment.
<div></div>
<div>Save</div>

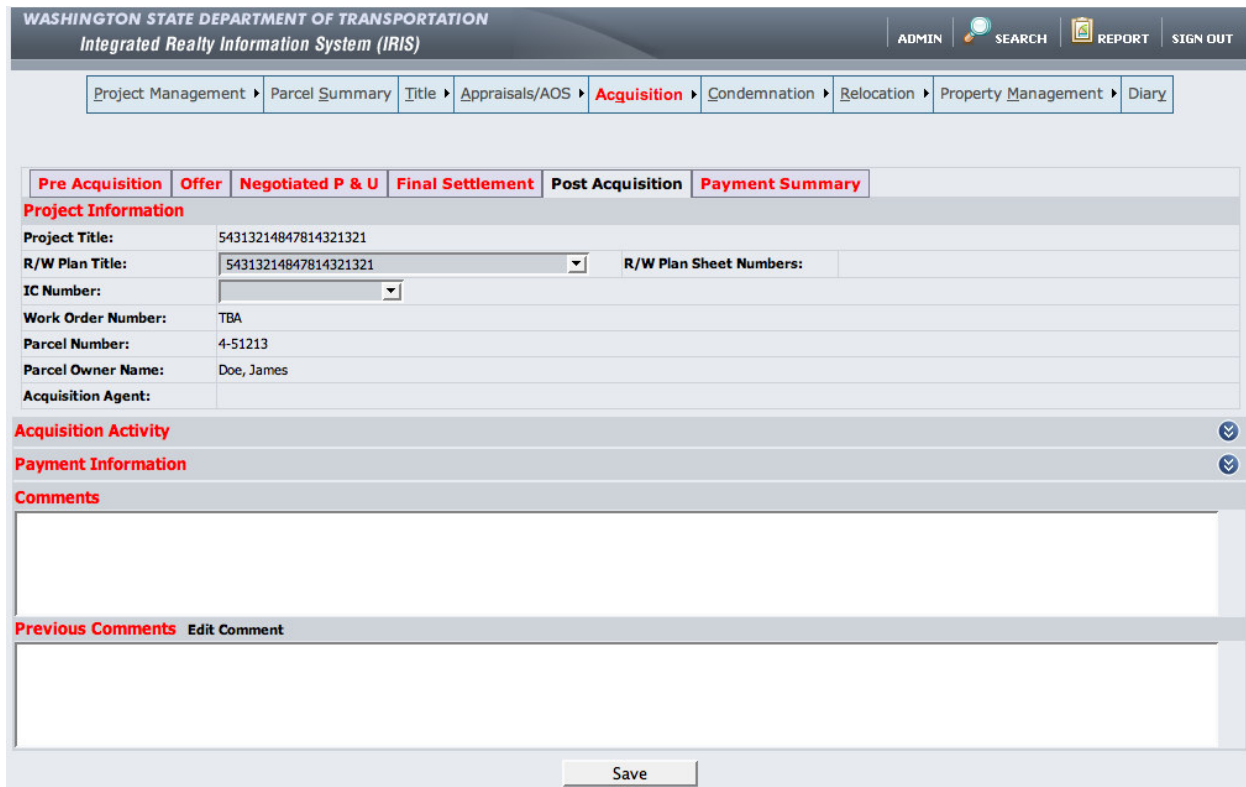
If you would like to edit a comment, click the link. The following dialog will appear.



The dialog box is titled "Edit Comments" and has a close button (X) in the top right corner. It contains a "Comments:" label followed by a dropdown menu. Below the dropdown is a large text area for editing the comment. At the bottom of the dialog are "Save" and "Cancel" buttons.

The pick list will show all previous comments. Choose the one you would like to edit from the pick list. It will then appear in the window. Make your edits and click Save.

In the **Post Acquisition** subcategory, you may view, edit, delete, or add transmittal information, payment information, and payment summary data relevant to the final settlement for the acquisition in question.

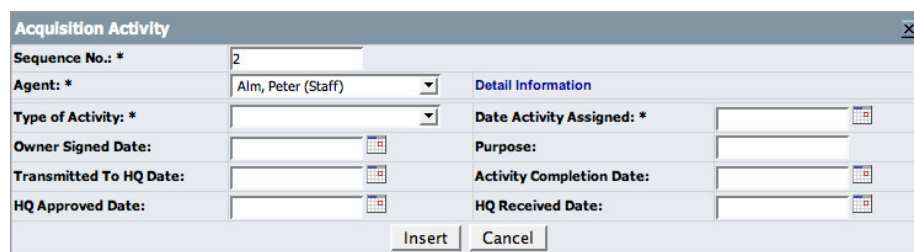


The screenshot shows the IRIS interface. At the top is a header bar with the text "WASHINGTON STATE DEPARTMENT OF TRANSPORTATION Integrated Realty Information System (IRIS)" and navigation links: ADMIN, SEARCH, REPORT, and SIGN OUT. Below the header is a breadcrumb trail: Project Management > Parcel Summary > Title > Appraisals/AOS > **Acquisition** > Condemnation > Relocation > Property Management > Diary. The main content area has several tabs: Pre Acquisition, Offer, Negotiated P & U, Final Settlement, **Post Acquisition**, and Payment Summary. Under the Post Acquisition tab, there are sections for Project Information, Acquisition Activity, Payment Information, and Comments. The Comments section is currently active, showing a large text area for editing a comment. Below the text area are links for "Previous Comments" and "Edit Comment". At the bottom of the form is a "Save" button.

You may edit or delete information about any acquisition activity by clicking the link to the right of the entries in the list.

Acquisition Activity										
Sequence No.	Agent	Date of Activity Assigned	Type of Activity	Purpose	Owner Signed Date	Activity Completion Date	Transmitted To HQ Date	HQ Received Date	HQ Approved Date	
1	Alm, Peter (Staff)	09/08/2007	Other							Edit Delete
Add Acquisition Activity										

To add information about Acquisition Activity, click the Add Acquisition Activity button. When you do, the following dialog will appear.



The Acquisition Activity dialog box contains the following fields:

- Sequence No.: * (Text input, value: 2)
- Agent: * (Dropdown menu, value: Alm, Peter (Staff))
- Type of Activity: * (Dropdown menu)
- Owner Signed Date: (Date picker)
- Transmitted To HQ Date: (Date picker)
- HQ Approved Date: (Date picker)
- Date Activity Assigned: * (Date picker)
- Purpose: (Text input)
- Activity Completion Date: (Date picker)
- HQ Received Date: (Date picker)

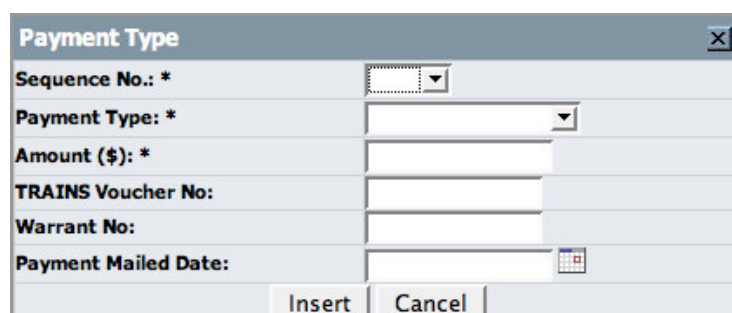
Buttons: Insert, Cancel

Fields marked with an asterisk are required. When you have entered all information, click Insert. The new information will then be shown in the Acquisition Activity section in the Post Acquisition subcategory. Remember to click Save before moving on.

You may edit or delete details about any payment information by clicking the link to the right of the entries.

Payment Information							
Sequence No.	Payment Type	Amount	TRAINS Voucher No.	Warrant No.	Payment Mailed Date		
1	Other	\$150,000.00				Edit	Delete
Add Payment Type +							

To add information about Payment Information, click the Add Payment Type button. When you do, the following dialog will appear.



The Payment Type dialog box contains the following fields:

- Sequence No.: * (Dropdown menu)
- Payment Type: * (Dropdown menu)
- Amount (\$): * (Text input)
- TRAINS Voucher No: (Text input)
- Warrant No: (Text input)
- Payment Mailed Date: (Date picker)

Buttons: Insert, Cancel

Fields marked with an asterisk are required. When you have entered all information, click Insert. The new information will then be shown in the Payment Information section in the Post Acquisition subcategory. Save your changes before navigating away from the page.

The Comments and Previous Comments sections allow you to include notes, as well as view and edit notes entered previously.

Comments

[Previous Comments](#) [Edit Comment](#)

[admin admin] [10/14/2007 21:21:06] This is a new comment.

[Save](#)

If you would like to edit a comment, click the link. The following dialog will appear.

Edit Comments

Comments: [Text Area]

[Save](#) [Cancel](#)

The pick list will show all previous comments. Choose the one you would like to edit from the pick list. It will then appear in the window. Make your edits and click Save.

In the **Payment Summary** subcategory, you may view and make or edit comments about the acquisition history for the parcel in question.

WASHINGTON STATE DEPARTMENT OF TRANSPORTATION
Integrated Realty Information System (IRIS)

ADMIN SEARCH REPORT SIGN OUT

Project Management Parcel Summary Title Appraisals/AOS **Acquisition** Condemnation Relocation Property Management Diary

Pre Acquisition Offer **Negotiated P & U** Final Settlement Post Acquisition **Payment Summary**

Project Information

Project Title: 54313214847814321321

R/W Plan Title: 54313214847814321321 R/W Plan Sheet Number(s):

IC Number:

Work Order Number: TBA

Parcel Number: 4-51213

Property Owner Name: Doe, James

Pre-Acquisition (\$): 25,000.00

Negotiated P&U (\$): 152,000.00

Final Settlement (\$): 0.00

Post-Acquisition (\$): 0.00

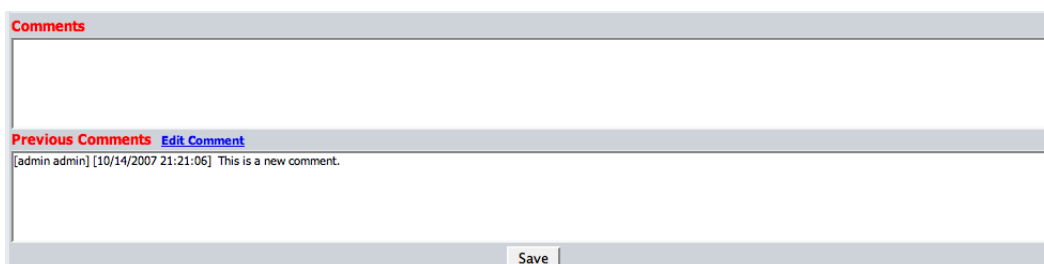
Grand Total (\$): **177,000.00**

Comments

[Previous Comments](#) [Edit Comment](#)

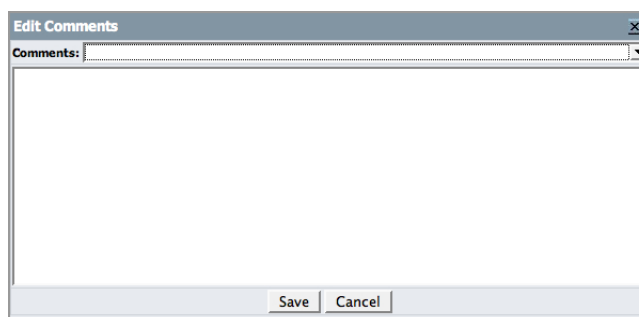
[Save](#)

The Comments and Previous Comments sections allow you to include notes, as well as view and edit notes entered previously.



The screenshot shows a web interface for managing comments. At the top, there is a header bar labeled "Comments" in red. Below this is a large, empty rectangular area for displaying comments. Underneath the main area, there is a sub-header bar containing two links: "Previous Comments" in red and "Edit Comment" in blue. Below the sub-header, a single comment is displayed: "[admin admin] [10/14/2007 21:21:06] This is a new comment." At the bottom of the interface, there is a "Save" button.

If you would like to edit a comment, click the link. The following dialog will appear.



The screenshot shows a dialog box titled "Edit Comments" with a close button (X) in the top right corner. Inside the dialog, there is a "Comments:" label followed by a dropdown menu. The dropdown menu is currently empty. Below the dropdown is a large, empty rectangular area for editing the comment. At the bottom of the dialog, there are two buttons: "Save" and "Cancel".

The pick list will show all previous comments. Choose the one you would like to edit from the pick list. It will then appear in the window. Make your edits and click Save.

3.1.8 Condemnation

The Condemnation category consists of three subcategories: **General**, **Possession and Use**, and **Judgment and Decree**. Each one will be discussed in order below.

In the **General** subcategory, you have the ability to view, edit, delete, or add information about the Attorney General's office, cases, and respondents.

WASHINGTON STATE DEPARTMENT OF TRANSPORTATION
Integrated Realty Information System (IRIS)

ADMIN SEARCH REPORT SIGN OUT

Project Management Parcel Summary Title Appraisals/AOS Acquisition **Condemnation** Relocation Property Management Diary

General **Possession And Use** Judgment And Decree

Project Information

Project Title: 54313214847814321321

R/W Plan Title: 54313214847814321321 R/W Plan Sheet Numbers:

Work Order Number: TBA

Parcel Number: 4-51213

Property Owner Name: Doe, James

Negotiator's Report Received: *

Attorney General's Office

Condemnation Package to AGO:

Date Assigned:

AAG: Detail Information

E-mail:

Phone Number:

Case

Respondent

Comments

Previous Comments Edit Comment

Save

You may view or add information about any cases pertaining to the parcel in this section.

Case

Cause Number: *

Case Name:

Filed with Court:

Lis Pendens Filed Date:

You may edit or delete information about the respondents and/or their attorneys by clicking the link to the right of the entries in the list.

Respondent

Add Respondent +

Respondent's Name: Respondent, Joe Individual Detail Information Add Individual (or)

Respondent's Attorney: Attorney, Jill Business Detail Information Add Business

Insert Cancel

To add information about a respondent, click the Add Respondent button. When you do, the following dialog will appear.

Respondent's Name:	<input type="text"/>	Individual	Detail Information	Add Individual	(or)
	<input type="text"/>	Business	Detail Information	Add Business	
Respondent's Attorney:	<input type="text"/>	Attorney	Detail Information	Add Attorney	
				<input type="button" value="Insert"/>	<input type="button" value="Cancel"/>

If an individual, business, or attorney is not currently listed, you may add him or her by clicking the Add Individual, Add Business, or Add Attorney link on the right. When you do so, a second dialog box will open within the first one, as shown below.

Respondent

Add Respondent +

Individual

Hide Information

Add Individual

Name:

First Name *

Middle Name

Last Name *

Social Security Number:

Company Name:

Address:

Line 1: *

Line 2: (Optional)

Line 3: (Optional)

City: *

State:

Washington

County:

Zip: (#####)

Phone Number: (###)###-####

Contact Number: (###)###-####

Fax Number: (###)###-####

E-Mail: (emailid@yourdomain.com)

Website: (www.yourdomain.com)

Save

Cancel -

Business

Detail Information

Add Business

Attorney

Detail Information

Add Attorney

Respondent's Attorney:

Insert

Cancel

Save the information about the new individual, business, or attorney, and then click Insert. The new information will then be shown in the Respondent section in the General subcategory of the Condemnation subcategory. Remember to click Save before moving on.

The Comments and Previous Comments sections allow you to include notes, as well as view and edit notes entered previously.

Comments

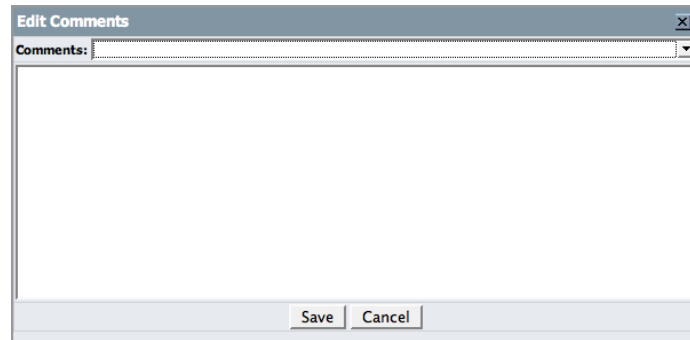
Previous Comments

Edit Comment

[admin admin] [10/14/2007 21:21:06] This is a new comment.

Save

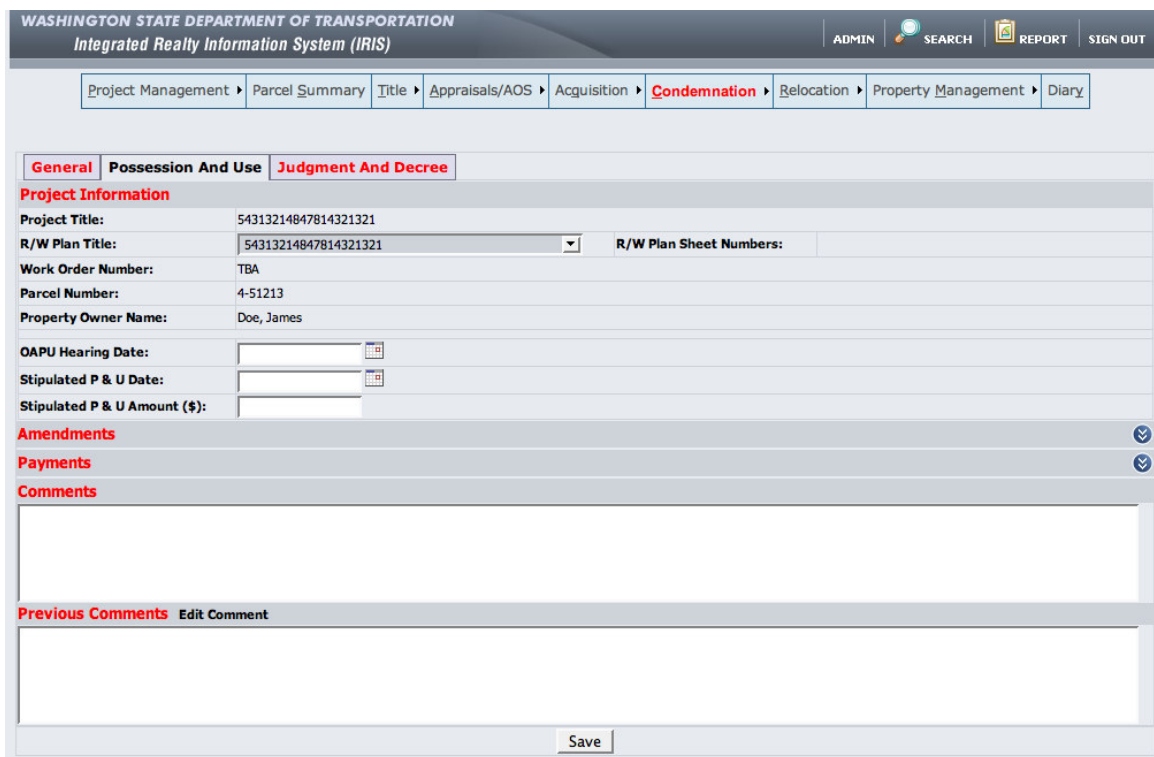
If you would like to edit a comment, click the link. The following dialog will appear.



The 'Edit Comments' dialog box features a title bar with a close button. Below the title bar is a 'Comments:' label followed by a dropdown menu. The main area of the dialog is a large, empty text box for editing. At the bottom, there are 'Save' and 'Cancel' buttons.

The pick list will show all previous comments. Choose the one you would like to edit from the pick list. It will then appear in the window. Make your edits and click Save.

In the **Possession and Use** subcategory, you have the ability to view, edit, delete, or add information about amendments and payments for possession and use.

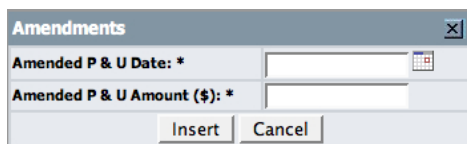


The screenshot shows the IRIS interface. The top navigation bar includes 'ADMIN', 'SEARCH', 'REPORT', and 'SIGN OUT'. The main navigation menu has 'Project Management', 'Parcel Summary', 'Title', 'Appraisals/AOS', 'Acquisition', 'Condemnation' (highlighted), 'Relocation', 'Property Management', and 'Diary'. The 'Condemnation' section has three tabs: 'General', 'Possession And Use' (selected), and 'Judgment And Decree'. Under 'Possession And Use', there is a 'Project Information' section with fields for Project Title, R/W Plan Title, Work Order Number, Parcel Number, Property Owner Name, OAPU Hearing Date, Stipulated P & U Date, and Stipulated P & U Amount. Below this are sections for 'Amendments', 'Payments', and 'Comments'. The 'Comments' section has a 'Previous Comments' list and an 'Edit Comment' button. A 'Save' button is at the bottom.

To edit or delete data about Amendments or Payments, click the edit or delete links next to the entries in those sections.

Amendments						
Amended P & U Date	Amended P & U Amount					
09/08/2007	\$1,000.00			Edit	Delete	
Add Amendment +						
Payments						
Payment Category	Payment Amount	Payment Voucher Number	HQ Payment Approval Date	Warrant Number	Warrant Sent to Court	
Administrative Settlement	\$1,000.00	1326	09/08/2007	2134153	09/12/2007	Edit Delete
Add Payment +						

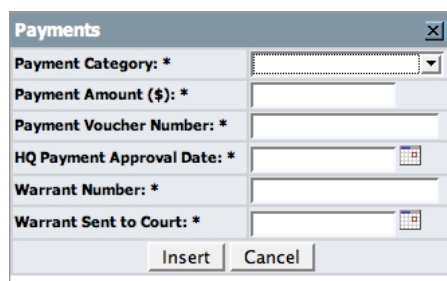
To add information about Amendments, click the Add Amendment button. When you do, the following dialog will appear.



The 'Amendments' dialog box contains two required fields, both marked with an asterisk (*): 'Amended P & U Date: *' and 'Amended P & U Amount (\$): *'. Each field has a calendar icon to its right. At the bottom of the dialog are 'Insert' and 'Cancel' buttons.

Fields marked with an asterisk are required. When you have entered all information, click Insert. The new information will then be shown in the Amendment section in the Possession and Use subcategory. Remember to click Save before leaving the page.

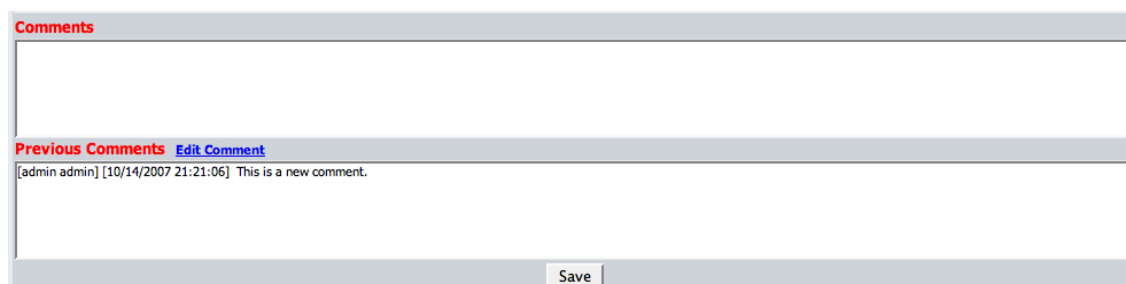
To add information about Payment Information, click the Add Payment button. When you do, the following dialog will appear.



The 'Payments' dialog box contains six required fields, all marked with an asterisk (*): 'Payment Category: *' (a dropdown menu), 'Payment Amount (\$): *', 'Payment Voucher Number: *', 'HQ Payment Approval Date: *' (with a calendar icon), 'Warrant Number: *', and 'Warrant Sent to Court: *' (with a calendar icon). At the bottom are 'Insert' and 'Cancel' buttons.

Fields marked with an asterisk are required. When you have entered all information, click Insert. The new information will then be shown in the Payments section in the Possession and Use subcategory. Save your changes before navigating away from the page.

The Comments and Previous Comments sections allow you to include notes, as well as view and edit notes entered previously.



The 'Comments' section features a large text area for entering a new comment. Below this area, there is a link for 'Previous Comments' and a link for 'Edit Comment'. A sample comment is displayed: '[admin admin] [10/14/2007 21:21:06] This is a new comment.' At the bottom of the section is a 'Save' button.

If you would like to edit a comment, click the link. The following dialog will appear.

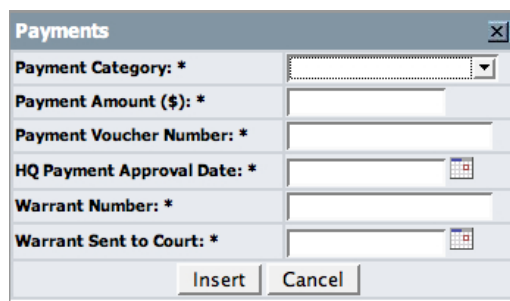
The pick list will show all previous comments. Choose the one you would like to edit from the pick list. It will then appear in the window. Make your edits and click Save.

In the **Judgment and Decree** subcategory, you have the ability to view, edit, delete, or add information about judgments.

You may edit or delete information about payments by clicking the link to the right of the entries in the list.

Payments						
Payment Category	Payment Amount	Payment Voucher Number	HQ Payment Approval Date	Warrant Number	Warrant Sent to Court	
Attorney Fees	\$5,000.00	14841321	09/08/2007	2167941	09/12/2007	Edit Delete
Add Payment +						

To add information about a payment, click the Add Payment button. When you do, the following dialog will appear.



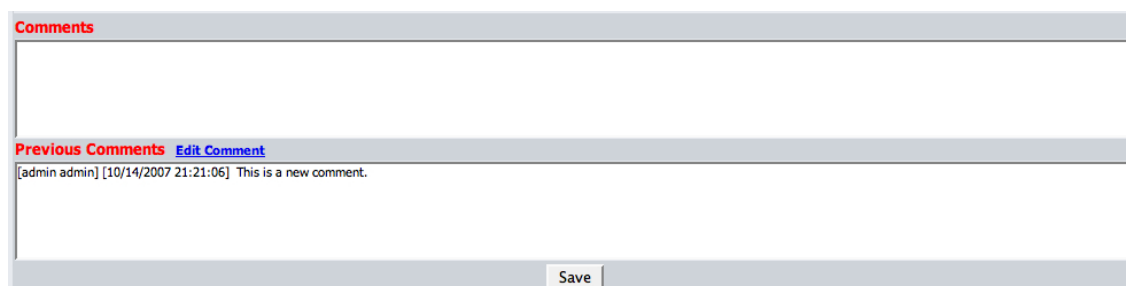
The Payments dialog box contains the following fields:

- Payment Category: * (dropdown menu)
- Payment Amount (\$): * (text input)
- Payment Voucher Number: * (text input)
- HQ Payment Approval Date: * (calendar icon)
- Warrant Number: * (text input)
- Warrant Sent to Court: * (calendar icon)

Buttons: Insert, Cancel

When you have entered all information, click Insert. The new information will then be shown in the Payments listing in the Judgment and Decree subcategory. Remember to click Save before moving on.

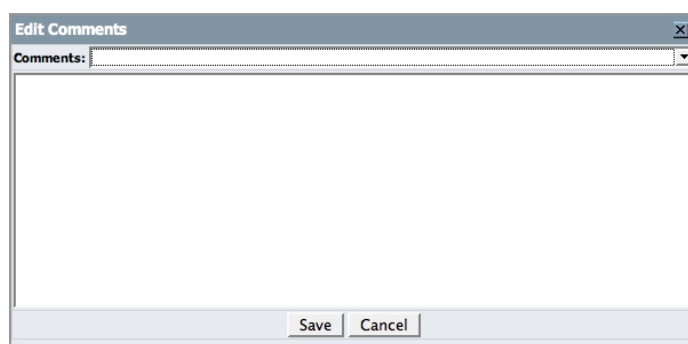
The Comments and Previous Comments sections allow you to include notes, as well as view and edit notes entered previously.



The Comments section includes:

- A large text area for entering a new comment.
- Previous Comments [Edit Comment](#)
- A list of previous comments: [admin admin] [10/14/2007 21:21:06] This is a new comment.
- A Save button at the bottom.

If you would like to edit a comment, click the link. The following dialog will appear.



The Edit Comments dialog box contains:

- A Comments: dropdown menu.
- A large text area for editing the selected comment.
- Buttons: Save, Cancel

The pick list will show all previous comments. Choose the one you would like to edit from the pick list. It will then appear in the window. Make your edits and click Save.

3.1.9 Relocation

The Relocation category consists of five subcategories: **General**, **Parcel Set-up**, **Residential**, **Non-Residential**, and **Personal Property**. Each one will be discussed in order below.

In the **General** subcategory, you have the ability to view, edit, delete, or add information about relocation plans and amendments.

WASHINGTON STATE DEPARTMENT OF TRANSPORTATION
Integrated Realty Information System (IRIS)

ADMIN SEARCH REPORT SIGN OUT

Project Management ▶ Parcel Summary ▶ Title ▶ Appraisals/AOS ▶ Acquisition ▶ Condemnation ▶ **Relocation** ▶ Property Management ▶ Diary

General **Parcel Set-up** **Residential** **Non-Residential** **Personal Property**

Project Information

Project Title : 54313214847814321321

R/W Plan Title : 54313214847814321321 R/W Plan Sheet Number(s) :

Total Number of Relocation Parcels : 0

Number of Vacated Parcels : 0

Relocation Completed : Claims Paid

Residential : 0 \$0

Non-Residential : 0 \$0

Personal Property Only : 0 \$0

Project Totals : 0 \$0.00

Number of Appeal(s) Received : 0

Number of Appeal(s) Completed : 0

Relocation Plans/Amendments

Comments

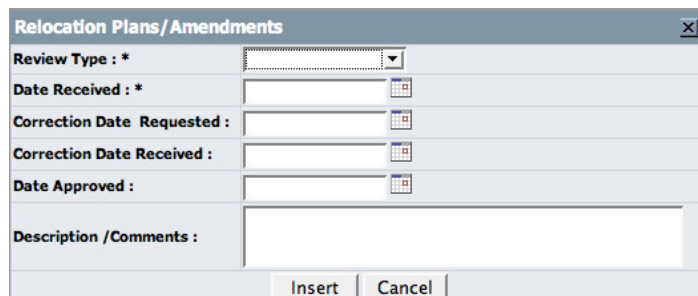
Previous Comments Edit Comment

Save

You may edit or delete information about relocation plans/amendments by clicking the link to the right of the entries in the list.

Relocation Plans/Amendments						
Review Type	Date Received	Correction Date Requested	Correction Date Received	Date Approved		
Draft	09/08/2007				Edit	Delete
Add Relocation Plan/Amendments						

To add a relocation plan/amendment, click the Add Relocation Plan/Amendments button. When you do, the following dialog will appear.



Relocation Plans/Amendments

Review Type : *

Date Received : *

Correction Date Requested :

Correction Date Received :

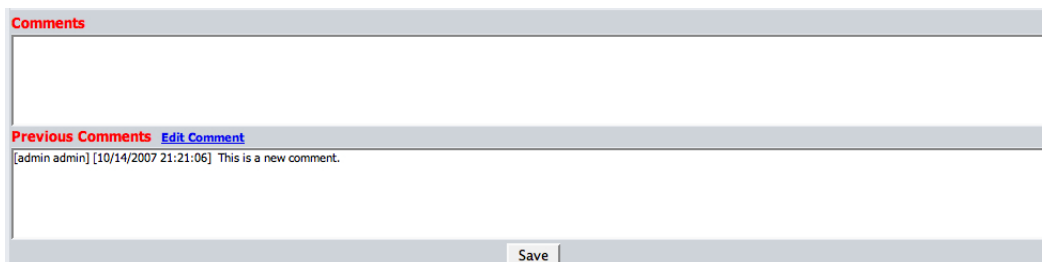
Date Approved :

Description /Comments :

Insert Cancel

When you have entered all information, click Insert. The new information will then be shown in the Relocation Plans/Amendments section in the General subcategory. Remember to click Save before moving on.

The Comments and Previous Comments sections allow you to include notes, as well as view and edit notes entered previously.



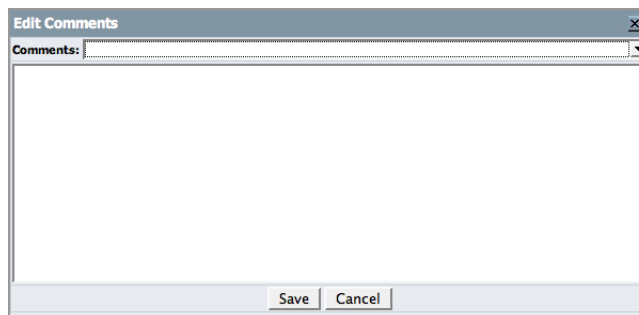
Comments

Previous Comments [Edit Comment](#)

[admin admin] [10/14/2007 21:21:06] This is a new comment.

Save

If you would like to edit a comment, click the link. The following dialog will appear.



Edit Comments

Comments:

Save Cancel

The pick list will show all previous comments. Choose the one you would like to edit from the pick list. It will then appear in the window. Make your edits and click Save.

In the **Parcel Set-up** subcategory, you have the ability to view, edit, delete, or add information about displacees.

WASHINGTON STATE DEPARTMENT OF TRANSPORTATION
Integrated Realty Information System (IRIS)

ADMIN SEARCH REPORT SIGN OUT

Project Management ▸ Parcel Summary ▸ Title ▸ Appraisals/AOS ▸ Acquisition ▸ Condemnation ▸ **Relocation** ▸ Property Management ▸ Diary

General Parcel Set-up **Residential** Non-Residential Personal Property

Project Information

Project Title : 54313214847814321321

R/W Plan Title : 54313214847814321321 R/W Plan Sheet Number(s) :

Parcel Number :

Property Owner Name : Doe, James

Displacee

Comments

Previous Comments Edit Comment

Save

You may edit or delete information about displacees by clicking the link to the right of the entries in the list.

Displacee						
Name	Relocation Type	Displacee #	Email	Contact Number	Phone Number	
Jones, Jane	Residential	456321				Edit Delete
Add Displacee +						

To add a displacee, click the Add Displacee button. When you do, the following dialog will appear.

Displacee

Relocation Type : *

☐ Individual Name ☐ Business Name

☒ All ☐ Owner ☐ Displacee

Displacee # : *

Occupancy Type : *

E-mail :

Contact Number :

Phone Number :

Insert Cancel

Be aware that the information to be entered varies depending on whether the relocation type is residential, personal property, or Non-Residential. Choose the relocation type from the pick list.

Displacee

Relocation Type : * Residential

☒ All ☐ Owner ☐ Displacee

Name * [Detail Information](#) [Add New](#)

Displacee # : *

Occupancy Type : *

Occupancy

Date :

Gender : Male

Age :

Disabled : No

E-mail :

Contact Number :

Phone Number :

Displacee

Relocation Type : * Personal Property

☐ Individual Name ☒ Business Name

☒ All ☐ Owner ☐ Displacee

Displacee # : *

Occupancy Type : *

E-mail :

Contact Number :

Phone Number :

Displacee

Relocation Type : * Non-Residential

☒ All ☐ Owner ☐ Displacee

Business Name * [Detail Information](#) [Add New](#)

Displacee # : *

Occupancy Type : *

E-mail :

Contact Number :

Phone Number :

If the individual (in a residential relocation) or the business (in a Non-Residential relocation) is not currently listed, you may add it by clicking the Add New link to the right. When you do so, a second dialog box will open within the first one, as shown below.

Displacee

Relocation Type : * Residential

☐ All ☐ Owner ☐ Displacee

Name * [Hide Information](#) [Add New](#)

Name: First Name * Middle Name Last Name *

Social Security Number:

Company Name:

Address: Line 1: *
Line 2: (Optional)
Line 3: (Optional)

City: *

State: Washington

County:

Zip: (#####)

Phone Number: (###)###-####

Contact Number: (###)###-####

Fax Number: (###)###-####

E-Mail: (emailid@yourdomain.com)

Website: (www.yourdomain.com)

Displacee # : *

Occupancy Type : *

Occupancy

Date :

Gender : Male

Age :

Disabled : Yes

E-mail :

Contact Number :

Phone Number :

Once you have entered the displacee, click Save. The new displacee will then appear in the pick list, and you may finish completing the displacee information. Remember that fields marked with an asterisk are required. Then click Insert. The displacee will then show up in the Displacee section in the Parcel Set-up subcategory.

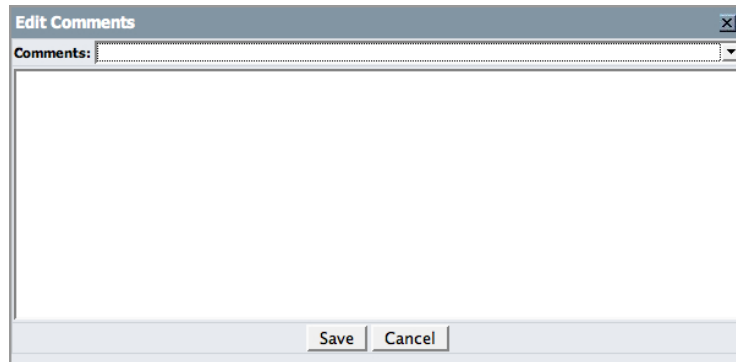
The Comments and Previous Comments sections allow you to include notes, as well as view and edit notes entered previously.

Comments

[Previous Comments](#) [Edit Comment](#)

[admin admin] [10/14/2007 21:21:06] This is a new comment.

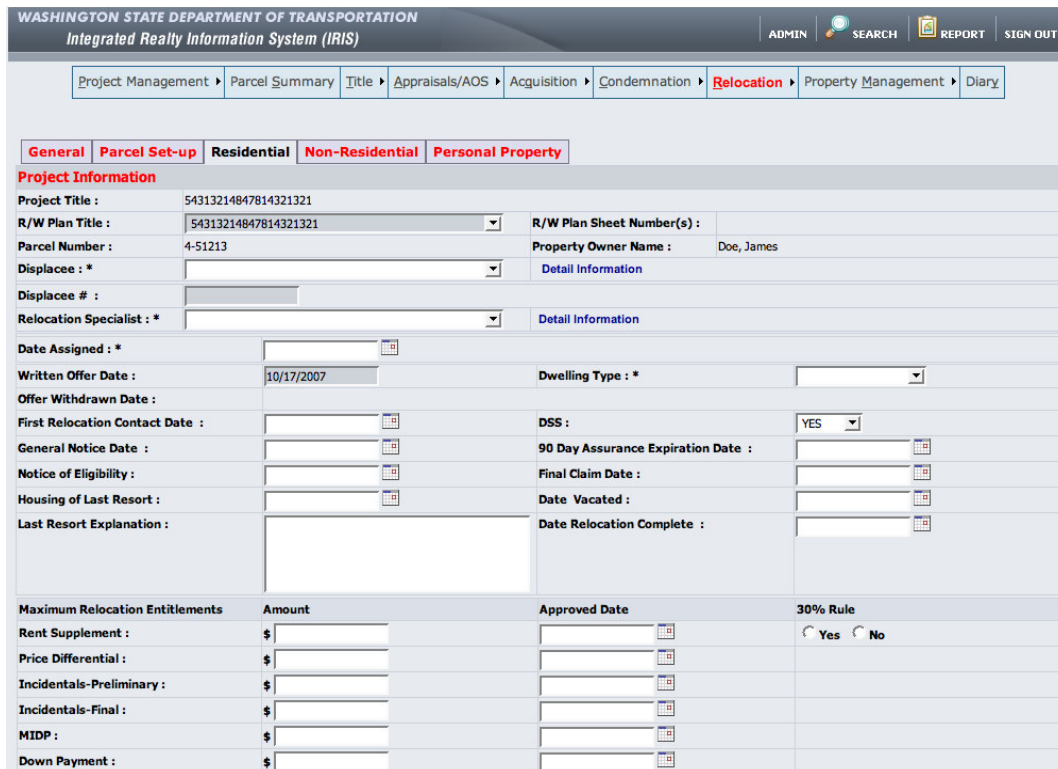
If you would like to edit a comment, click the link. The following dialog will appear.



The 'Edit Comments' dialog box features a title bar with a close button (X). Below the title bar is a 'Comments:' label followed by a text input field. The main body of the dialog is a large, empty rectangular area. At the bottom, there are two buttons: 'Save' and 'Cancel'.

The pick list will show all previous comments. Choose the one you would like to edit from the pick list. It will then appear in the window. Make your edits and click Save.

In the **Residential** subcategory, you have the ability to view, edit, delete, or add information about details of residential relocations.



The screenshot shows the 'WASHINGTON STATE DEPARTMENT OF TRANSPORTATION Integrated Realty Information System (IRIS)' interface. The top navigation bar includes links for ADMIN, SEARCH, REPORT, and SIGN OUT. Below this is a breadcrumb trail: Project Management > Parcel Summary > Title > Appraisals/AOS > Acquisition > Condemnation > **Relocation** > Property Management > Diary. The 'Relocation' tab is active, and the 'Residential' subcategory is selected. The form is divided into several sections:

- Project Information:** Includes fields for Project Title (54313214847814321321), R/W Plan Title (54313214847814321321), Parcel Number (4-51213), Displacee (*), Displacee #, Relocation Specialist (*), Date Assigned (*), Written Offer Date (10/17/2007), Offer Withdrawn Date, First Relocation Contact Date, General Notice Date, Notice of Eligibility, Housing of Last Resort, Last Resort Explanation, R/W Plan Sheet Number(s), Property Owner Name (Doe, James), Dwelling Type (*), DSS (YES), 90 Day Assurance Expiration Date, Final Claim Date, Date Vacated, and Date Relocation Complete.
- Maximum Relocation Entitlements:** A table with columns for Amount, Approved Date, and 30% Rule. It includes rows for Rent Supplement, Price Differential, Incidentals-Preliminary, Incidentals-Final, MIDP, and Down Payment.

Title VI Information	
Occupants	
Replacement Property	
Move Information	
Storage	
Appeal Information	
Review and Approval Request/Claims	
Comments	

[Previous Comments](#)
[Edit Comment](#)

In the Title VI section, you are able to view, add, edit, or delete related information.

Title VI Information	
Ethnicity :	<input type="text"/>
Female :	<input type="radio"/> Yes <input type="radio"/> No
Minority :	<input type="radio"/> Yes <input type="radio"/> No

You may edit or delete information about occupants by clicking the link to the right of the entries in the list.

Occupants					
Name	Gender	Age	Relationship	Disabled	
Jones, Jane	F	54	Head of Household (HOH)	N	Edit Delete
Add Occupants +					

To add an occupant, click the Add Occupant button. When you do, the following dialog will appear.

Occupants X

Name (Last,First,Middle) : *

Age : *

Gender :

RelationShip : *

Disabled :

When you have entered all information, click Insert. The new occupant will then be shown in the Occupants section in the Residential subcategory. Remember to click Save before leaving the page.

Details about replacement property are given in the Replacement Property section. You may add, edit, or delete them as necessary.

Replacement Property			
Street :	<input type="text"/>	City :	<input type="text"/>
State :	<input type="text" value="Washington"/>	County :	<input type="text"/>
Zip :	<input type="text" value="-"/>	Phone :	<input type="text" value="() -"/>
Date DS & S Inspection Completed :	<input type="text"/>		

In the Move Information section, you are able to view, add, edit, or delete details about moving the displacee.

Move Information			
Type	Move Selected	Approved Amount	
Commercial :	<input type="checkbox"/>	\$	
Self-Fixed :	<input type="checkbox"/>	\$	
Self-Actual :	<input type="checkbox"/>	\$	
		Mover Name :	
		Effective Room Count :	

In the Storage section, you may view, add, edit, or delete information about storing the displacee's belongings.

Storage	
Approved Date :	<input type="text"/>
Amount :	\$ <input type="text"/>
Number of Months :	<input type="text"/>

If an appeal has been made, the Appeal Information section is where you may include, edit, or delete its details.

Appeal Information	
Letter Dated :	<input type="text"/>
Response Date :	<input type="text"/>
Letter Received :	<input type="text"/>
Complete Date :	<input type="text"/>
Disposition :	<input type="text"/>

The Review and Approval Request/Claims section shows any requests or claims that have been made. To edit or delete them, click the link to the right of the entry in the list.

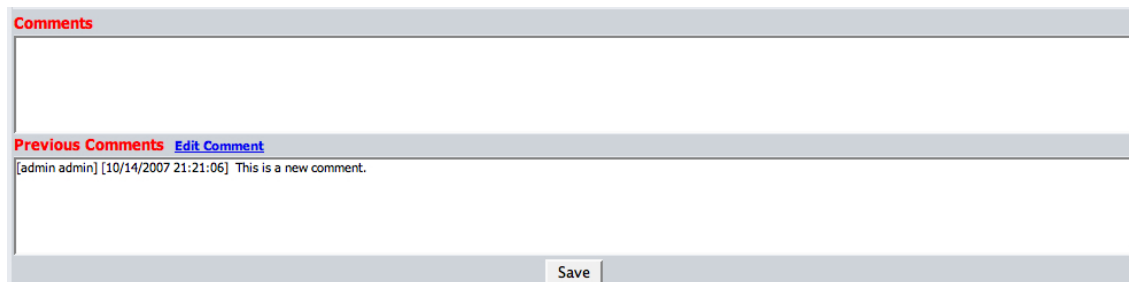
Review and Approval Request/Claims									
Document Type	Date Received	Amount	Date Additional Info. Requested	Date Info. Received	Date Approved	Date Paid	Description/Comments	Object Code	
Memo/Letter									Edit Delete
Add Review and Approval Request/Claims +									

To add a review and approval request/claim, click the Add Review and Approval Request/Claims button. When you do, the following dialog will appear.

Review and Approval Request/Claims	
Document Type : *	<input type="text"/>
Date Received :	<input type="text"/>
Amount :	\$ <input type="text"/>
Date Additional Info. Requested :	<input type="text"/>
Date Info. Received :	<input type="text"/>
Date Approved :	<input type="text"/>
Date Paid :	<input type="text"/>
Description /Comments :	<input type="text"/>
Object Code :	<input type="text"/>
<input type="button" value="Insert"/> <input type="button" value="Cancel"/>	

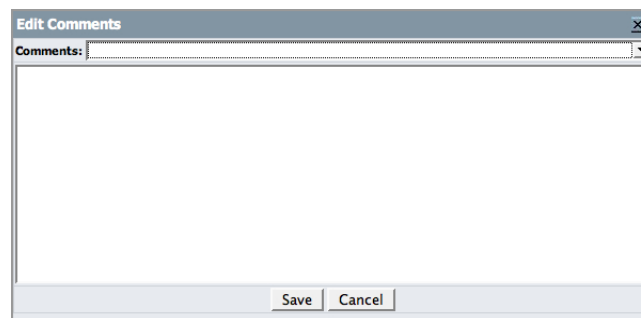
When you have entered all information, click Insert. The new request/claim will then be shown in the Review and Approval Request/Claims section in the Residential subcategory.

The Comments and Previous Comments sections allow you to include notes, as well as view and edit notes entered previously.



The screenshot shows a web interface with two main sections. The top section is titled "Comments" in red text. Below it is a large, empty text area for entering a new comment. The bottom section is titled "Previous Comments" in red text, followed by a blue link "Edit Comment". Below this link, a single comment is displayed: "[admin admin] [10/14/2007 21:21:06] This is a new comment." At the bottom right of the interface is a "Save" button.

If you would like to edit a comment, click the link. The following dialog will appear.



The screenshot shows a dialog box titled "Edit Comments" with a close button (X) in the top right corner. Inside the dialog, there is a "Comments:" label followed by a dropdown menu. The dropdown menu is currently empty. At the bottom of the dialog are "Save" and "Cancel" buttons.

The pick list will show all previous comments. Choose the one you would like to edit from the pick list. It will then appear in the window. Make your edits and click Save.

In the **Non-Residential** subcategory, you have the ability to view, edit, delete, or add information about details of Non-Residential relocations.

WASHINGTON STATE DEPARTMENT OF TRANSPORTATION
Integrated Realty Information System (IRIS)

ADMIN SEARCH REPORT SIGN OUT

Project Management ▸ Parcel Summary ▸ Title ▸ Appraisals/AOS ▸ Acquisition ▸ Condemnation ▸ **Relocation** ▸ Property Management ▸ Diary

General Parcel Set-up Residential **Non-Residential** Personal Property

Project Information

Project Title : 54313214847814321321

R/W Plan Title : 54313214847814321321 R/W Plan Sheet Number(s) :

Parcel Number : 4-51213 Property Owner Name : Doe, James

Displacee :* Detail Information

Displacee # :

Relocation Specialist :* Detail Information

Date Assigned :*

Non-Residential Type :* Business Type:*

Written Offer Date : 10/17/2007 Pre-Move Inventory Complete :

Offer Withdrawn Date :

First Relocation Contact Date : Post-Move Inventory Complete :

General Notice Date : 90 Day Assurance Expiration Date :

Notice of Eligibility : Final Claim Date :

Date Relocation Complete : Date Vacated :

Title VI Information

Move Information

Storage

Replacement Property

Costs Paid to Date

Appeal Information

Review and Approval Request/Claims

Comments

Previous Comments Edit Comment

Save

In the Title VI section, you are able to view, add, edit, or delete related information.

Title VI Information

Ethnicity :

Minority : Select

MWBE : Yes No DBE : Yes No

In the Move Information section, you are able to view, add, edit, or delete details about moving the displacee.

Move Information

Type	Move Selected	Approved Amount	Mover Name :
Commercial :	<input type="checkbox"/>	\$	
Self Move :	<input type="checkbox"/>	\$	Agent Estimate : Yes No
Actual Cost :	<input type="checkbox"/>	\$	

In the Storage section, you may view, add, edit, or delete information about storing the displacee's belongings.

Storage			
Approved Date :	<input type="text"/>	Number of Months :	<input type="text"/>
Amount :	\$ <input type="text"/>		

Details about replacement property are given in the Replacement Property section. You may add, edit, or delete them as necessary.

Replacement Property			
Street :	<input type="text"/>	City :	<input type="text"/>
State :	Washington	County :	<input type="text"/>
Zip :	<input type="text"/>	Phone :	<input type="text"/>

To record or edit data about costs paid to date, check the Costs Paid to Date section.

Costs Paid to Date			
Moving :	\$ <input type="text"/>	Reestablishment :	\$ <input type="text"/>
Fixed Payment :	\$ <input type="text"/>	Total :	\$ <input type="text"/>

If an appeal has been made, the Appeal Information section is where you may include, edit, or delete its details.

Appeal Information			
Letter Dated :	<input type="text"/>	Letter Received :	<input type="text"/>
Response Date :	<input type="text"/>	Complete Date :	<input type="text"/>
Disposition :	<input type="text"/>		

The Review and Approval Request/Claims section shows any requests or claims that have been made. To edit or delete them, click the link to the right of the entry in the list.

Review and Approval Request/Claims									
Document Type	Date Received	Amount	Date Additional Info. Requested	Date Info. Received	Date Approved	Date Paid	Description/Comments	Object Code	
Memo/Letter									Edit Delete
Add Review and Approval Request/Claims +									

To add a review and approval request/claim, click the Add Review and Approval Request/Claims button. When you do, the following dialog will appear.

Review and Approval Request/Claims	
Document Type : *	<input type="text"/>
Date Received :	<input type="text"/>
Amount :	\$ <input type="text"/>
Date Additional Info. Requested :	<input type="text"/>
Date Info. Received :	<input type="text"/>
Date Approved :	<input type="text"/>
Date Paid :	<input type="text"/>
Description /Comments :	<input type="text"/>
Object Code :	<input type="text"/>
<input type="button" value="Insert"/> <input type="button" value="Cancel"/>	

When you have entered all information, click Insert. The new request/claim will then be shown in the Review and Approval Request/Claims section in the Residential subcategory.

The Comments and Previous Comments sections allow you to include notes, as well as view and edit notes entered previously.

The screenshot shows a web interface with two main sections. The top section is titled "Comments" in red text. Below it is a large, empty text input area. The bottom section is titled "Previous Comments" in red text, followed by a blue link "Edit Comment". Below this link, a single comment is displayed: "[admin admin] [10/14/2007 21:21:06] This is a new comment." At the bottom right of the interface is a "Save" button.

If you would like to edit a comment, click the link. The following dialog will appear.

The screenshot shows a dialog box titled "Edit Comments" with a close button (X) in the top right corner. Inside the dialog, there is a "Comments:" label followed by a pick list (dropdown menu). Below the pick list is a large, empty text input area. At the bottom of the dialog are "Save" and "Cancel" buttons.

The pick list will show all previous comments. Choose the one you would like to edit from the pick list. It will then appear in the window. Make your edits and click Save.

In the **Personal Property** subcategory, you have the ability to view, edit, delete, or add information about details of personal property relocations.

WASHINGTON STATE DEPARTMENT OF TRANSPORTATION
Integrated Realty Information System (IRIS)

ADMIN SEARCH REPORT SIGN OUT

Project Management Parcel Summary Title Appraisals/AOS Acquisition Condemnation **Relocation** Property Management Diary

General Parcel Set-up **Residential** Non-Residential Personal Property

Project Title : 54313214847814321321
 R/W Plan Title : 54313214847814321321 R/W Plan Sheet Number(s) :
 Parcel Number : 4-51213 Property Owner Name : Doe, James
 Displacee : * Detail Information
 Displacee # : Detail Information
 Relocation Specialist : * Detail Information
 Date Assigned : *
 Written Offer Date : 10/17/2007 Pre-Move Inventory Complete :
 Offer Withdrawn Date :
 First Relocation Contact Date : Post-Move Inventory Complete :
 General Notice Date : 90 Day Assurance Expiration Date :
 Notice of Eligibility : Final Claim Date :
 Date Vacated : Date Relocation Complete :
 Title VI Information
 Move Information
 Storage
 Replacement Property
 Appeal Information
 Review and Approval Request/Claims
 Comments
 Previous Comments Edit Comment
 Save

In the Title VI section, you are able to view, add, edit, or delete related information.

Title VI Information

Ethnicity :
 Female : ☐ Yes ☐ No
 Minority : ☐ Yes ☐ No

In the Move Information section, you are able to view, add, edit, or delete details about moving the displacee.

Move Information

Type	Move Selected	Approved Amount	Mover Name :
Commercial :	<input type="checkbox"/>	\$	<input type="text"/>
Self Move :	<input type="checkbox"/>	\$	Agent Estimate : <input type="radio"/> Yes <input type="radio"/> No
Actual Cost :	<input type="checkbox"/>	\$	

In the Storage section, you may view, add, edit, or delete information about storing the displacee's belongings.

Storage

Approved Date : Number of Months :
 Amount : \$

Details about replacement property are given in the Replacement Property section. You may add, edit, or delete them as necessary.

Replacement Property

Street :	<input type="text"/>	City :	<input type="text"/>
State :	Washington	County :	<input type="text"/>
Zip :	<input type="text"/>	Phone :	<input type="text"/>

If an appeal has been made, the Appeal Information section is where you may include, edit, or delete its details.

Appeal Information

Letter Dated :	<input type="text"/>	Letter Received :	<input type="text"/>
Response Date :	<input type="text"/>	Complete Date :	<input type="text"/>
Disposition :	<input type="text"/>		

The Review and Approval Request/Claims section shows any requests or claims that have been made. To edit or delete them, click the link to the right of the entry in the list.

Review and Approval Request/Claims

Document Type	Date Received	Amount	Date Additional Info. Requested	Date Info. Received	Date Approved	Date Paid	Description/Comments	Object Code	
Memo/Letter									Edit Delete

Add Review and Approval Request/Claims +

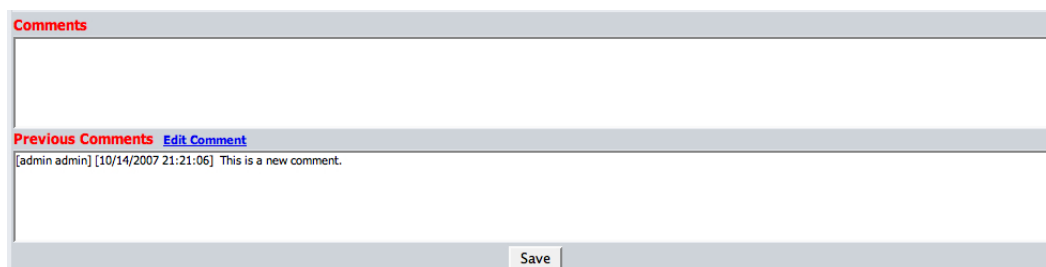
To add a review and approval request/claim, click the Add Review and Approval Request/Claims button. When you do, the following dialog will appear.

Review and Approval Request/Claims

Document Type : *	<input type="text"/>
Date Received :	<input type="text"/>
Amount :	\$ <input type="text"/>
Date Additional Info. Requested :	<input type="text"/>
Date Info. Received :	<input type="text"/>
Date Approved :	<input type="text"/>
Date Paid :	<input type="text"/>
Description /Comments :	<input type="text"/>
Object Code :	<input type="text"/>
<input type="button" value="Insert"/> <input type="button" value="Cancel"/>	

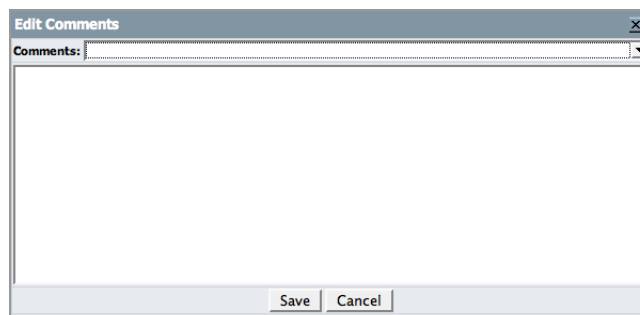
When you have entered all information, click Insert. The new request/claim will then be shown in the Review and Approval Request/Claims listing in the Residential subcategory.

The Comments and Previous Comments sections allow you to include notes, as well as view and edit notes entered previously.



The screenshot shows a web interface for managing comments. At the top, there is a header bar labeled "Comments". Below this is a large text area for entering a new comment. Underneath the text area, there are two links: "Previous Comments" and "Edit Comment". Below the links, a single comment is displayed: "[admin admin] [10/14/2007 21:21:06] This is a new comment." At the bottom right of the form, there is a "Save" button.

If you would like to edit a comment, click the link. The following dialog will appear.



The screenshot shows a dialog box titled "Edit Comments". Inside the dialog, there is a "Comments:" label followed by a dropdown menu. Below the dropdown is a large text area for editing the comment. At the bottom of the dialog, there are two buttons: "Save" and "Cancel".

The pick list will show all previous comments. Choose the one you would like to edit from the pick list. It will then appear in the window. Make your edits and click Save.

3.1.10 Diary

The Diary feature offers each individual user a private place to make comments, notes, and journal entries. Each user is allowed to view only their own diary, not those of other users. The system administrator, however, may view all users' diaries.

The Diary is accessible through both the Acquisition Data and Property Management search portals. Its functionality is the same, regardless of how you enter the diary. Simply insert your comments in the Content field and click the Save button.

3.2 Property Management Data Search

Property Management is a large category and therefore has been divided into three main subcategories: **Property Detail**, **Disposal**, and **Leases**. Those three have been further split into minor subcategories. **Property Detail** is comprised of *Property Inventory* and *Maintenance/Demolition*. **Disposal** includes *Disposal General*, *Disposal Sale*, *Disposal Contract Schedule and Payments*, and *Turnbacks*. **Leases** is made up of *Leases* and *Lease Payments*. Each one will be discussed in order below.

In this portal, you have the option of searching with the following criteria: Inventory Number, Contract Number, Lease Number, Inventoried Parcel, RW Plan Title, Owner Name, Property Address, Tenant, and Turnbacks. All criteria are user selectable, and no user input is required. Administrator level users will also be allowed to create new inventory.

3.2.1 Creating a New Inventory

To create a new inventory, click the Create New Inventory link. You will be taken to the *Property Inventory* subcategory, and the screen below will appear.

WASHINGTON STATE DEPARTMENT OF TRANSPORTATION
Integrated Realty Information System (IRIS)

ADMIN SEARCH REPORT SIGN OUT

Project Management Parcel Summary Title Appraisals/AOS Acquisition Condemnation Relocation **Property Management** Diary

Property Inventory Maintenance / Demolition

Region: * Aviation County: *
 IC #: * Lease #: Contract #:
 Property Type: * Site Number: -
 Inventory Date: * IC Close Date: *
 Nickname: FCR #:
 Process Location: Process Date: *
 Improvements: * Yes No Donated: *

Improvements/Fixtures/Land Inventory & Disposition

Acquisition Data

Location Data

Property Address1: Property Address2:
 City: Aberdeen State: Alabama Zip: -
 Location:
 Abbreviated Legal:
 QQ: QS: SS: TT: RRR:
 Gov't Lot #: Grid #: Latitude: Longitude:
 Land Size: Measured In: Interest Held: Temporary Right Expiration Date: *

Comments

Previous Comments Edit Comment

New Save

For details on how to proceed, refer to **3.2.3 Property Detail: Property Inventory**.

3.2.2 Searching

To begin a search, select a value from one of the drop down menus in this portal. For example, select any Inventory Number.

Property Management Data Create New Inventory Last filter applied: None Reset All

Inventory Number: Find related items Contract Number: Find related items
 Lease Number: Find related items Inventoried Parcel: Find related items
 RW Plan Title: Find related items
 Owner Name: Find related items
 Property Address: Find related items
 Tenant: Find related items
 Turnbacks: Find related items

Search

When more than one item is available per criteria, use the drop down menu to select from among the information given. Those criteria for which information is available will be populated with the relevant data. When more than one item is available per field, use the drop down menu to select from among the information given. You may further refine your search by using the Find Related Items link next to the desired criteria. When only one item is available in a drop down, the drop down option is disabled. Find Related Items may be disabled if the criterion is not associated to other criteria. The Last Filter Applied

indicator in the top right corner of the page will indicate the last criterion that was chosen using the Find Related Items.

When you have picked all of the criteria you would like to use, click the Search button at the bottom of the page.

3.2.3 Property Detail: Property Inventory

Your Property Management Data search will take you to the *Property Inventory* subcategory within the **Property Detail** subcategory. Here you will be able to enter information about the property inventory, improvements/fixtures/land inventory and disposition, acquisition data, and location data. Fields marked with an asterisk are required. To save your changes, click Save at the bottom of the page.

WASHINGTON STATE DEPARTMENT OF TRANSPORTATION
Integrated Realty Information System (IRIS)

ADMIN SEARCH REPORT SIGN OUT

Project Management ▸ Parcel Summary ▸ Title ▸ Appraisals/AOS ▸ Acquisition ▸ Condemnation ▸ Relocation ▸ **Property Management** ▸ Diary

Property Inventory Maintenance / Demolition

Region: * Olympic County: * Franklin

IC #: * 3-11-07585 Lease #: Contract #: CC-3-00829

Property Type: * Access Rights Site Number: - - -

Inventory Date: * 09/08/2007 IC Close Date: - - -

Nickname: FCR #: - - -

Process Location: Process Date: - - -

Improvements: * ☒ Yes ☐ No Donated: ☐

Improvements / Fixtures / Land Inventory & Disposition

Acquisition Data

Location Data

Property Address1: 123 Address Street Property Address2: - - -

City: Olympia State: Washington Zip: 12345-1111

Location: - - -

Abbreviated Legal: - - -

QQ: - - - QS: - - - SS: - - - TT: - - - RRR: - - -

Gov't Lot #: - - - Grid #: - - - Latitude: - - - Longitude: - - -

Land Size: - - - Measured In: - - - Interest: - - - Temporary Right Expiration Date: - - -

Comments

Previous Comments Edit Comment

New Save

You may view, edit, delete, or add information about improvements/fixtures/land inventory and dispositions. To edit or delete an item, click the link to the right.

Improvements / Fixtures / Land Inventory & Disposition										
Type	Description	AcquisitionValue	Disposition	SalvageValue	Performance Bond Indication	Performance Bond	Purchaser	SalePrice	Date	
Land	5 acres	\$120,000.00	Department Retained				Doe, Jane			Edit Delete
Add Improvements / Fixtures Inventory & Disposition +										

To add, click the Add button. A dialog such as the one below will appear.

Improvements

Type: *

Description: *

Acquisition Value: *

Disposition:

Salvage Value:

Performance Bond

Indication:

Performance Bond :

Purchaser: [Detail Information](#) [Add Purchaser](#)

Sale Price:

Date:

[Insert](#) [Cancel](#)

If the purchaser is not listed, you may add him or her by clicking the Add Purchaser link. A dialog box will appear within the current Add Improvements screen.

Improvements

Type: *

Description: *

Acquisition Value: *

Disposition:

Salvage Value:

Performance Bond

Indication:

Performance Bond :

Purchaser: [Hide Information](#) [Add Purchaser](#)

Name: First Name * Middle Name Last Name *

Social Security Number:

Address: Line 1: * Line 2: (Optional) Line 3: (Optional)

City: *

State: Washington

County:

Zip: (#####)

Phone Number: (###)###-####

Contact Number: (###)###-####

Fax Number: (###)###-####

E-Mail: (emailid@yourdomain.com)

[Save](#) [Cancel](#)

Improvements

Sale Price:

Date:

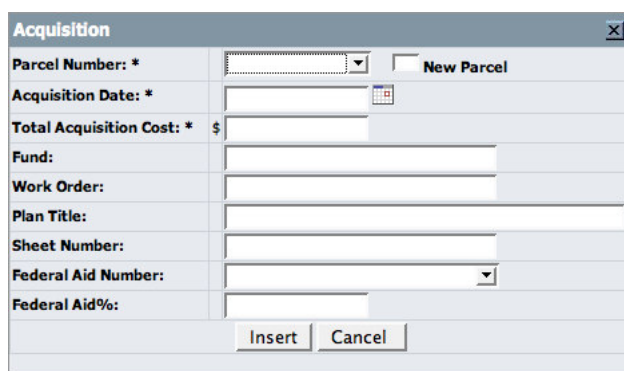
[Insert](#) [Cancel](#)

Enter your information and click Save. Then fill out the rest of the fields in the Add Improvements section and click Insert.

In the Acquisition Data section, you may view, edit, delete, or add information about parcel acquisition. To edit or delete an item, click the link to its right.

Acquisition Data									
ParcelNumber	Date	Total AcquisitionCost	Fund	WorkOrder	PlanTitle	SheetNumber	FederalAidNumber	FederalAid %	
N-one	09/08/2007	\$120,000.00							Edit Delete
Add Acquisition Data +									

To add, click the Add Acquisition Data button. A dialog such as the one below will appear.



Acquisition

Parcel Number: * ☐ New Parcel

Acquisition Date: *

Total Acquisition Cost: * \$

Fund:

Work Order:

Plan Title:

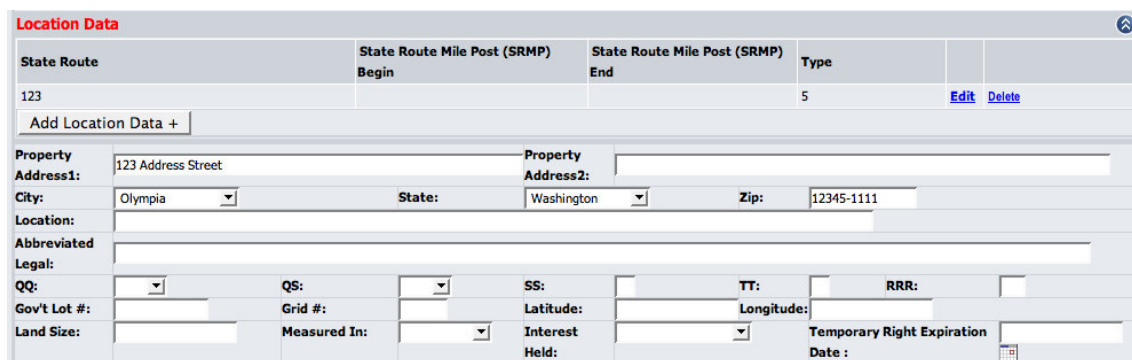
Sheet Number:

Federal Aid Number:

Federal Aid%:

Fields with an asterisk are required. Enter your information and click Insert. The new information will be listed in the Acquisition Data section of the Property Inventory subcategory. Click Save before leaving the page.

In the Location Data section, you may view, edit, delete, or add information about the parcel location. To edit or delete an item, click the link to its right.



Location Data

State Route	State Route Mile Post (SRMP) Begin	State Route Mile Post (SRMP) End	Type		
123			5	Edit	Delete

Property Address1: Property Address2:

City: State: Zip:

Location:

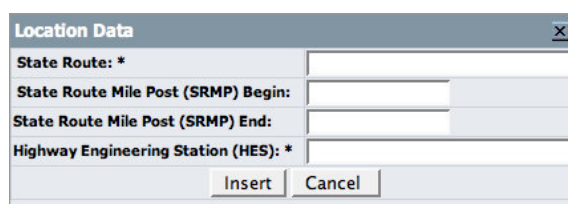
Abbreviated Legal:

QQ: QS: SS: TT: RRR:

Gov't Lot #: Grid #: Latitude: Longitude:

Land Size: Measured In: Interest Held: Temporary Right Expiration Date:

To add, click the Add Location Data button. A dialog such as the one below will appear.



Location Data

State Route: *

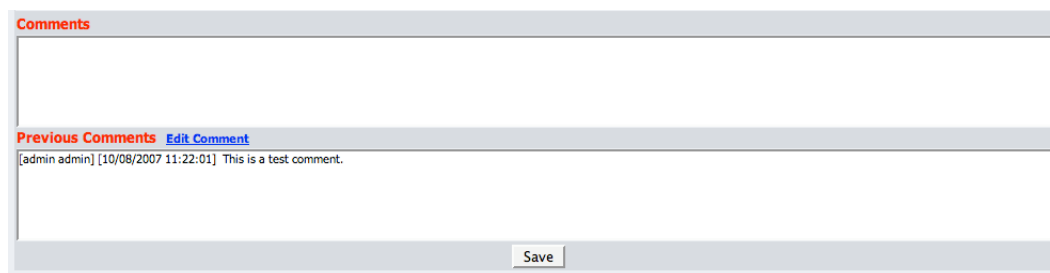
State Route Mile Post (SRMP) Begin:

State Route Mile Post (SRMP) End:

Highway Engineering Station (HES): *

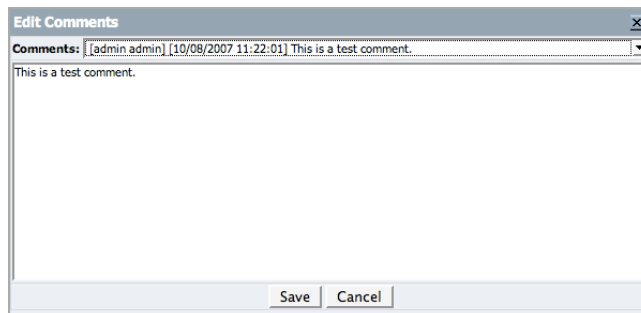
Fields with an asterisk are required. Enter your information and click Insert. The new information will be listed in the Location Data section of the Property Inventory subcategory.

The Comments and Previous Comments sections allow you to include notes, as well as view and edit notes entered previously.



The screenshot shows a web interface with a header bar labeled "Comments" in red. Below the header is a large empty text area. Underneath this area is a sub-header bar containing the text "Previous Comments" in red and "Edit Comment" in blue. Below the sub-header bar is a list of comments. The first comment is "[admin admin] [10/08/2007 11:22:01] This is a test comment." At the bottom of the interface is a "Save" button.

If you would like to edit a comment, click the link. The following dialog will appear.



The screenshot shows a dialog box titled "Edit Comments" with a close button (X) in the top right corner. Inside the dialog, there is a "Comments:" label followed by a pick list showing "[admin admin] [10/08/2007 11:22:01] This is a test comment." Below the pick list is a text area containing the text "This is a test comment." At the bottom of the dialog are "Save" and "Cancel" buttons.

The pick list will show all previous comments. Choose the one you would like to edit. Make your edits and Save.

3.2.4 Property Detail: Maintenance/Demolition

The *Maintenance/Demolition* subcategory allows you to view, edit, delete, and add data about the following: Charge Codes, Inspections, Maintenance Lists, Assessment Payments History, Demolition, and Demolition Cost Breakdown.

WASHINGTON STATE DEPARTMENT OF TRANSPORTATION
Integrated Realty Information System (IRIS)

ADMIN SEARCH REPORT SIGN OUT

Project Management ▸ Parcel Summary ▸ Title ▸ Appraisals/AOS ▸ Acquisition ▸ Condemnation ▸ Relocation ▸ **Property Management** ▸ Diary

Property Inventory Maintenance / Demolition

IC #: * 3-11-07585 ▾ Lease #: ▾ Contract #: CC-3-00829

Parcel #: N-one Project Title: ▾

Address of Site: ▾

Charge Codes ▾

Inspections ▾

Maintenance List ▾

Assessment Payments History ▾

Demolition ▾

Demolition Cost Breakdown ▾

Comments ▾

Previous Comments Edit Comment

Save

You may view, edit, delete, or add information about charge codes. To edit or delete, click the link to the right of the item. To add, click the Add Charge Codes button. A dialog such as the one below will appear.

Charge Codes [X]

Work Order: * ▾

Group: * ▾

Work Op.: * ▾

Org Code: * ▾

Control Section: * ▾

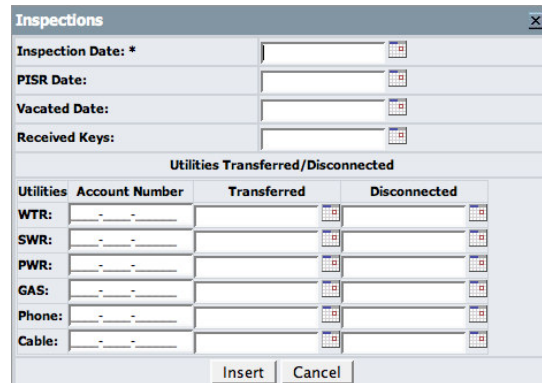
Insert Cancel

Fields with an asterisk are required. Enter your information and click Insert. The new information will be listed in the Charge Codes section of the Maintenance/Demolition subcategory. Remember to click Save before leaving the page.

You may view, edit, delete, or add information about inspections. To edit or delete, click the link to the right of the item.

Inspections											⌵
Inspection Date	PISR Date	Vacated Date	Received Keys	Water	Sewer	Power	GAS	Phone	Cable		
09/13/2007											Edit Delete
Add Inspections +											

To add, click the Add Inspections button. A dialog such as the one below will appear.



Inspections

Inspection Date: *

PISR Date:

Vacated Date:

Received Keys:

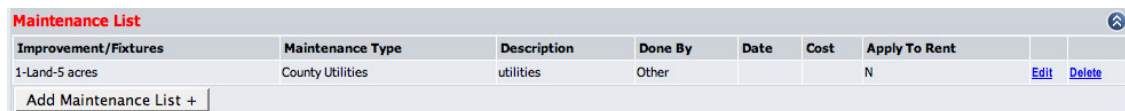
Utilities Transferred/Disconnected

Utilities	Account Number	Transferred	Disconnected
WTR:	- -	<input type="text"/>	<input type="text"/>
SWR:	- -	<input type="text"/>	<input type="text"/>
PWR:	- -	<input type="text"/>	<input type="text"/>
GAS:	- -	<input type="text"/>	<input type="text"/>
Phone:	- -	<input type="text"/>	<input type="text"/>
Cable:	- -	<input type="text"/>	<input type="text"/>

Insert Cancel

Fields with an asterisk are required. Enter your information and click Insert. The new information will be listed in the Inspections section of the Maintenance/Demolition subcategory.

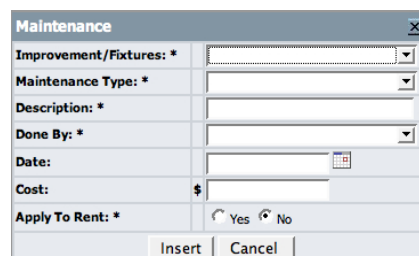
You may view, edit, delete, or add information about maintenance lists. To edit or delete, click the link to the right of the item in the list.



Improvement/Fixtures	Maintenance Type	Description	Done By	Date	Cost	Apply To Rent		
1-Land-5 acres	County Utilities	utilities	Other			N	Edit	Delete

Add Maintenance List +

To add, click the Add Maintenance List button. A dialog such as the one below will appear.



Maintenance

Improvement/Fixtures: *

Maintenance Type: *

Description: *

Done By: *

Date:

Cost: \$

Apply To Rent: * ☐ Yes ☒ No

Insert Cancel

Fields with an asterisk are required. Enter your information and click Insert. The new information will be listed in the Maintenance List section of the Maintenance/Demolition subcategory.

You may view, edit, delete, or add information about assessment payments history. To edit or delete, click the link to the right of the item in the list.



Payment Date	Tax Parcel Number	Payment Amount	Assessment Type	Voucher Number		
09/30/2007	54678451321346844313	\$1,000.00	County Utilities		Edit	Delete

Add Assessment Payment +

To add, click the Add Assessment Payment button. A dialog such as the one below will appear.

Payments	
Payment Date: *	<input type="text"/>
Tax Parcel Number: *	<input type="text"/>
Payment Amount: *	\$ <input type="text"/>
Assessment Type: *	<input type="text"/>
Voucher Number:	<input type="text"/>
<input type="button" value="Insert"/> <input type="button" value="Cancel"/>	

Fields with an asterisk are required. Enter your information and click Insert. The new information will be listed in the Assessment Payments History section of the Maintenance/Demolition subcategory.

You may view, edit, delete, or add information about demolition. To edit or delete, click the link to the right of the item in the list.

Demolition									
GCA Number:		R/W Work Order #:		Estimated Demo Cost:	\$0.00				
DG Number	Task Order (T/O) Number	T/O Sent To Contractor	T/O Rec From Contractor	Estimate Demo Amount	Estimate Vacate Date	Estimate Demo Date	Est Demo Complete	Contractor Name	
5498									Edit Delete
<input type="button" value="Add Demolition +"/>									

To add, click the Add Demolition button. A dialog such as the one below will appear.

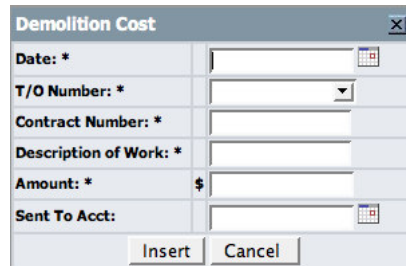
Demolition	
DG Number:	<input type="text"/>
Task Order (T/O) Number: *	<input type="text"/>
T/O Sent To Contractor:	<input type="text"/>
T/O Rec From Contractor:	<input type="text"/>
Estimate Demo Amount:	\$ <input type="text"/>
Estimate Vacate Date:	<input type="text"/>
Estimate Demo Date:	<input type="text"/>
Est Demo Complete:	<input type="text"/>
Contractor Name:	<input type="text"/>
<input type="button" value="Insert"/> <input type="button" value="Cancel"/>	

Fields with an asterisk are required. Enter your information and click Insert. The new information will be listed in the Demolition section of the Maintenance/Demolition subcategory.

You may view, edit, delete, or add information about demolition cost breakdowns. To edit or delete, click the link to the right of the item in the list.

Demolition Cost Breakdown						
Actual Demo Cost:			\$ 15,000.00			
Date	T/O Number	Contract Number	Description of Work	Amount	Sent To Acct	
09/08/2007	5498	021231	partial demo	\$15,000.00		Edit Delete
<input type="button" value="Add Demolition Cost Breakdown +"/>						

To add, click the Add Demolition Cost Breakdown button. A dialog such as the one below will appear.



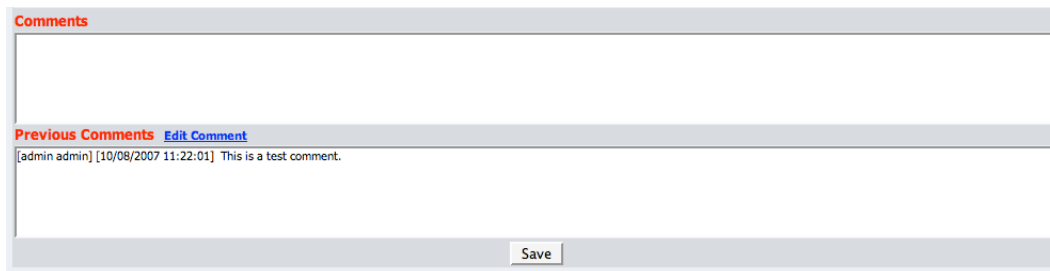
The **Demolition Cost** dialog box contains the following fields:

- Date: *** (text field with calendar icon)
- T/O Number: *** (dropdown menu)
- Contract Number: *** (text field)
- Description of Work: *** (text field)
- Amount: *** (text field with dollar sign icon)
- Sent To Acct:** (text field with calendar icon)

Buttons: **Insert**, **Cancel**

Fields with an asterisk are required. Enter your information and click Insert. The new information will be listed in the Demolition Cost Breakdown section of the Maintenance/Demolition subcategory. Remember to click Save before leaving the page.

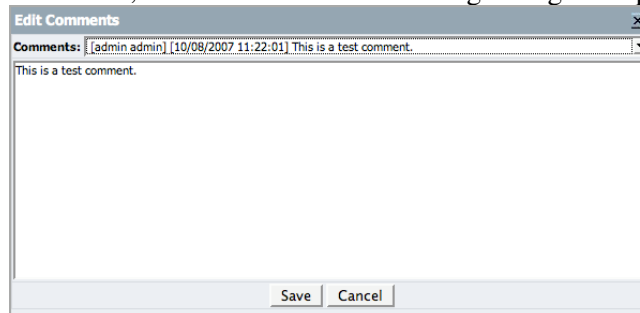
The Comments and Previous Comments sections allow you to include notes, as well as view and edit notes entered previously.



The **Comments** section includes:

- A large text area for entering a new comment.
- Links: **Previous Comments** and **Edit Comment**.
- A list of previous comments: [admin admin] [10/08/2007 11:22:01] This is a test comment.
- A **Save** button at the bottom.

If you would like to edit a comment, click the link. The following dialog will appear.



The **Edit Comments** dialog box contains:

- A dropdown menu labeled **Comments:** showing the selected comment: [admin admin] [10/08/2007 11:22:01] This is a test comment.
- A text area for editing the comment content, which currently displays "This is a test comment."
- Buttons: **Save**, **Cancel**

The pick list will show all previous comments. Choose the one you would like to edit from the pick list. It will then appear in the window. Make your edits and click Save.

3.2.5 Disposal: Disposal General

The **Disposal** subcategory includes four minor subcategories: *Disposal General*, *Disposal Sale*, *Disposal Contract Schedule and Payments*, and *Turnbacks*.

In the *Disposal General* subcategory, you may view, edit, delete, or add information regarding disposal process history, surplus appraisal, appraisal review, and auction history. Fields marked with an asterisk are required.

WASHINGTON STATE DEPARTMENT OF TRANSPORTATION
Integrated Realty Information System (IRIS)

ADMIN SEARCH REPORT SIGN OUT

Project Management ▸ Parcel Summary ▸ Title ▸ Appraisals/AOS ▸ Acquisition ▸ Condemnation ▸ Relocation ▸ **Property Management** ▸ Diary

Disposal General **Disposal Sale** **Disposal Contract Schedule And Payments** **Turnbacks**

IC #: 3-11-07585 Lease #:

Disposal #: 1384

Parcel Numbers: N-one Contract #: CC-3-00829

Disposal Activation Date: * 10/02/2007

Disposal To RA Date: RA Decision: ☐ Surplus ☐ Retain RA Decision Date:

Disposal To HQ Date: HQ Decision: ☐ Surplus ☐ Retain HQ Decision Date:

Disposal Type: Auction

Process Location: Auction Process Location Date:

Process History **Surplus Appraisal** **Appraisal Review** **Auction History**

Comments

Previous Comments [Edit Comment](#)

[New](#) [Update](#) [Delete](#)

You may view, edit, delete, or add information about process history. To edit or delete, click the link to the right of the item in the list.

Process History

Process Location	Process Location Date		
Auction		Edit	Delete

[Add Process History +](#)

To add, click the Add Process History button. A dialog such as the one below will appear.

Process History

Process Location: Appraisal

Process Location Date:

[Insert](#) [Cancel](#)

Enter your information and click Insert. The new information will be listed in the Process History section of the Disposal General subcategory. Remember to click Save before leaving the page.

You may view, edit, delete, or add information about surplus appraisal. To edit or delete, click the link to the right of the item in the list.

Surplus Appraisal										
Seq.	Appraiser	Assigned Date	Due Date	Completed Date	Open Market High Amount	Open Market Low Amount	Abutter High Amount	Abutter Low Amount	Auction Minimum Bid	
1	Smith, John	10/02/2007	10/04/2007	10/04/2007						Edit Delete
Add Surplus Appraisal +										

To add, click the Add Surplus Appraisal button. A dialog such as the one below will appear.

Surplus Appraisal

Seq.: _____

Appraisal Type:

Appraiser/Agent: *

Date Contracted:

Date Assigned: *

Date Due: *

Date Completed:

Appraisal Fee:(\$)

Detail Information

Date of Value:

Open Market High Amount: \$

Open Market Low Amount: \$

Abutter High Amount: \$

Abutter Low Amount: \$

Auction Minimum Bid: \$

[Add Appraiser](#)

Fields marked with an asterisk are required. If the desired appraiser is not listed, you may add him or her by clicking the Add Appraiser link. A second dialog box will open within the first.

Surplus Appraisal

Seq.: _____

Appraisal Type:

Appraiser/Agent: *

[Hide Information](#) [Add Appraiser](#)

Appraiser Information

Appraiser Name: First Name * Middle Name Last Name *

Social Security Number:

Staff or Consultant: ☐ Staff ☐ Consultant

Company Name:

Address: Line 1: *

Line 2: (Optional)

Line 3: (Optional)

City: *

State:

County:

Zip: (#####)

Phone Number: (###)###-####

Contact Number: (###)###-####

Fax Number: (###)###-####

E-Mail: (emailid@yourdomain.com)

Website: (www.yourdomain.com)

Date Contracted:

Date Assigned: *

Date Due: *

Date Completed:

Appraisal Fee:(\$)

Date of Value:

Open Market High Amount: \$

Open Market Low Amount: \$

Abutter High Amount: \$

Abutter Low Amount: \$

Auction Minimum Bid: \$

Enter your information and click Save. Then fill out the rest of the fields in the Surplus Appraisal section and click Insert.

You may view, edit, delete, or add information about appraisal review. To edit or delete, click the link to the right of the item in the list.

Appraisal Review									
Appr Seq	Reviewer	Review Approval Date	Open Market High Amount	Open Market Low Amount	Abutter High Amount	Abutter Low Amount	Auction Minimum Bid		
1	Jones, Joe							Edit	Delete
Add Appraisal Review +									

To add, click the Add Appraisal Review button. A dialog box such as the one below will appear.

Appraisal Review

Select Appraisal:

1

Review Type:

Reviewer/Agent: *

Date Assigned:

Date Due:

Date Completed:

DV Number:

DV Approved Date:

Open Market Low Amount:

\$

Open Market High Amount:

\$

Abutter Low Amount:

\$

Abutter High Amount:

\$

Auction Minimum Bid:

\$

Detail Information

Add Reviewer

Insert

Cancel

Fields marked with an asterisk are required. If the desired appraiser is not listed, you may add him or her by clicking the Add Reviewer link. A second dialog box will open within the first.

Appraisal Review

Select Appraisal:

1

Review Type:

Reviewer/Agent: *

Hide Information

Add Reviewer

Review Appraiser Information

Review Appraiser Name:

First Name *

Middle Name

Last Name *

Social Security Number:

- - -

Staff or Consultant:

Staff

Consultant

Company Name:

Address:

Line 1: *

Line 2:

Line 3:

City: *

State:

Washington

County:

Zip: (###-###)

- -

Phone Number: (###)###-###

() - -

Contact Number: (###)###-###

() - -

Fax Number: (###)###-###

() - -

E-Mail: (emailid@yourdomain.com)

Website: (www.yourdomain.com)

Save

Cancel -

Date Assigned:	<input type="text"/>	Open Market Low Amount: \$	<input type="text"/>
Date Due:	<input type="text"/>	Open Market High Amount: \$	<input type="text"/>
Date Completed:	<input type="text"/>	Abutter Low Amount: \$	<input type="text"/>
DV Number:	<input type="text"/>	Abutter High Amount: \$	<input type="text"/>
DV Approved Date:	<input type="text"/>	Auction Minimum Bid: \$	<input type="text"/>
<input type="button" value="Insert"/> <input type="button" value="Cancel"/>			

Then fill out the rest of the fields in the Appraisal Review box and click Insert. The new information will be listed in the Appraisal Review section of the Disposal General subcategory. Remember to click Save before leaving the page.

You may view, edit, delete, or add information about auction history. To edit or delete, click the link to the right of the item in the list.

Auction History			
Date	Auction Minimum Bid		
10/05/2007	\$80,000.00	Edit	Delete
<input type="button" value="Add Auction History +"/>			

To add, click the Add Auction History button. A dialog box such as the one below will appear.

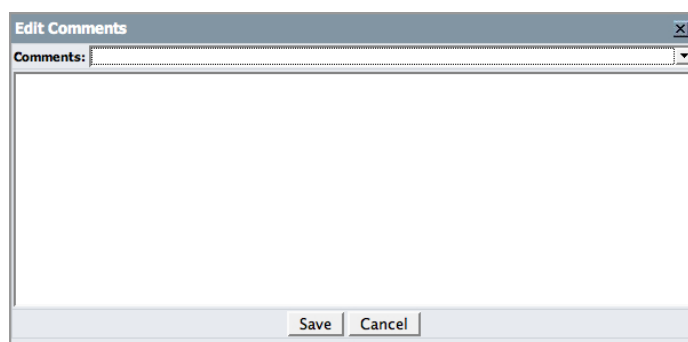
Auction History	
Date: *	<input type="text"/>
Auction Minimum Bid: *	\$ <input type="text"/>
<input type="button" value="Insert"/> <input type="button" value="Cancel"/>	

Fields marked with an asterisk are required. Enter your information and click Save. The new information will be listed in the Auction History section of the Disposal General subcategory. Remember to click Save before leaving the page.

The Comments and Previous Comments sections allow you to include notes, as well as view and edit notes entered previously.

Comments
Previous Comments Edit Comment
[admin admin] [10/14/2007 21:21:06] This is a new comment.
<input type="button" value="Save"/>

If you would like to edit a comment, click the link. The following dialog will appear.



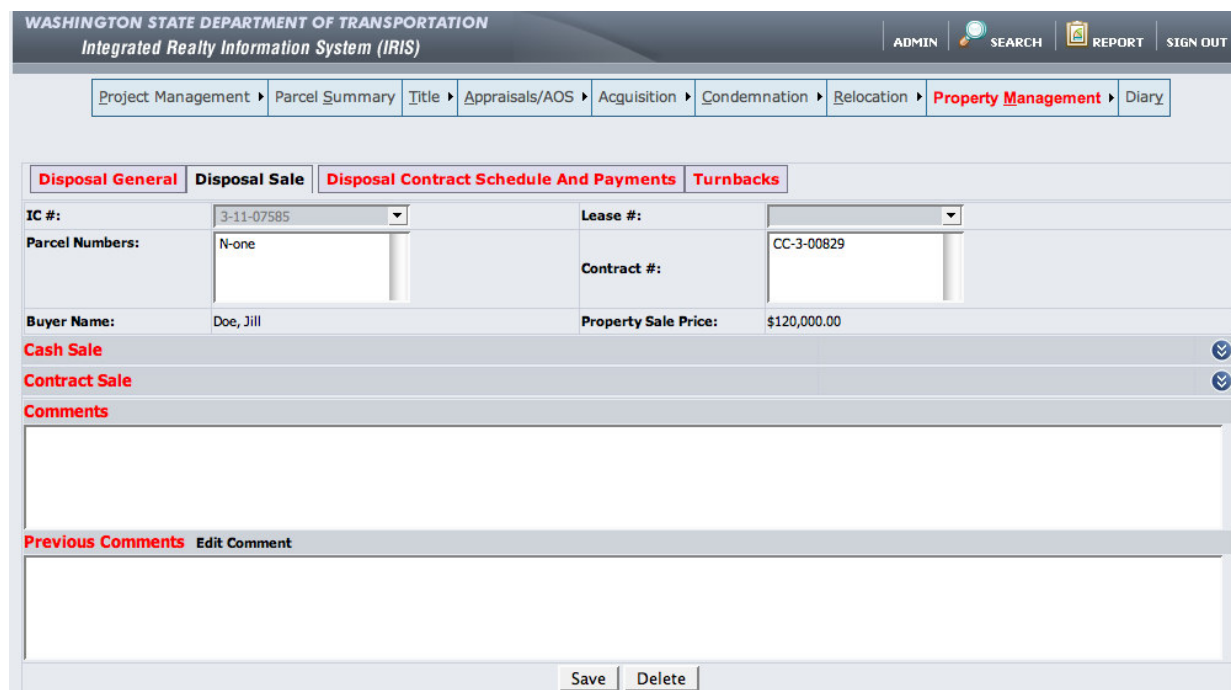
The 'Edit Comments' dialog box features a title bar with a close button. Below the title bar is a 'Comments:' label followed by a dropdown menu. The main area of the dialog is a large, empty text box. At the bottom, there are two buttons: 'Save' and 'Cancel'.

The pick list will show all previous comments. Choose the one you would like to edit from the pick list. It will then appear in the window. Make your edits and click Save.

You may also create an entirely new entry for the inventory number in question in the Disposal General subcategory. To do so, click the New button at the bottom of the page. Enter all the desired information in the same manner as described above, then click Update before navigating away from the page.

3.2.5 Disposal: Disposal Sale

In the *Disposal Sale* subcategory, you may view, edit, delete, or add information regarding the cash or contract sale of inventory. You must select a disposal number in the *Disposal General* subcategory before you can proceed through *Disposal Sale*.



The screenshot shows the 'WASHINGTON STATE DEPARTMENT OF TRANSPORTATION Integrated Realty Information System (IRIS)' interface. The top navigation bar includes links for ADMIN, SEARCH, REPORT, and SIGN OUT. Below this is a breadcrumb trail: Project Management > Parcel Summary > Title > Appraisals/AOS > Acquisition > Condemnation > Relocation > **Property Management** > Diary. The main content area has four tabs: **Disposal General**, **Disposal Sale**, **Disposal Contract Schedule And Payments**, and **Turnbacks**. The **Disposal Sale** tab is active, displaying a form with the following fields: IC # (3-11-07585), Lease # (empty), Parcel Numbers (N-one), Contract # (CC-3-00829), Buyer Name (Doc, Jill), and Property Sale Price (\$120,000.00). Below the form are two sections: 'Cash Sale' and 'Contract Sale', each with a dropdown arrow. The 'Comments' section is currently empty. At the bottom, there are 'Save' and 'Delete' buttons.

You may view, edit, delete, or add information about cash sales. To edit or delete, click the link to the right of the item in the list. To add, click the Add Cash Sale button. A dialog such as the one below will appear.

Cash Sale	
Payment Type: *	<input type="text"/>
Payment Entered Date:	<input type="text"/>
Property Sale Date: *	<input type="text"/>
Property Sale Price: *	\$ <input type="text"/>
Payment Method: *	<input type="text"/>
Receipt Number: *	<input type="text"/>
Check Number:	<input type="text"/>
Payment Received Amount:	\$ <input type="text"/>
Buyer Type:	<input checked="" type="radio"/> Business <input type="radio"/> Individual
Buyer Name & Address: *	<input type="text"/> Detail Information Add Buyer
<input type="button" value="Insert"/> <input type="button" value="Cancel"/>	

If the desired buyer is not included in the pick list, you may add it by clicking the Add Buyer link. When you do, a second dialog box will open within the first.

Buyer Information	
Buyer Company: *	<input type="text"/>
Tax ID:	<input type="text"/>
Address: Line 1: *	<input type="text"/>
Line 2:	<input type="text"/> (Optional)
Line 3:	<input type="text"/> (Optional)
City: *	<input type="text"/>
State: *	Washington
County:	<input type="text"/>
Country:	United States
Zip: (#####-####)	<input type="text"/>
Phone Number: (###)###-####	<input type="text"/>
Name:	<input type="text"/> First Name <input type="text"/> Middle Name <input type="text"/> Last Name
Contact Number: (###)###-####	<input type="text"/>
Fax Number: (###)###-####	<input type="text"/>
E-Mail: (emailid@yourdomain.com)	<input type="text"/>
Website: (www.yourdomain.com)	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Fields marked with an asterisk are required. Enter your information and click Save. Then continue with the first dialog box, provide the remaining data, and click Insert. The new information will be listed in the Cash Sale section of the Disposal Sale subcategory. Remember to click Save before leaving the page.

You may view, edit, delete, or add information about contract sale disposals. To edit or delete, click the link to the right of the item in the list.

Contract Sale			
Property Sale Date	Sale Price	Contract Number	
10/05/2007	\$120,000.00	CC-3-00829	Edit Delete
<input type="button" value="Add Contract Sale"/>			

To add, click the Add Contract Sale button. A dialog such as the one below will appear.

Contract Sale			
Contract Number:	<input type="text"/>	Contract type: *	<input type="text"/>
Property Sale Date:	<input type="text"/>	Sale Price: (\$)	<input type="text"/>
Draft To Buyer:	<input type="text"/>	Payment Commencement Date:	<input type="text"/>
Insurance Company:	<input type="text"/>	Date To Director:	<input type="text"/>
Insurance Expiration Date:	<input type="text"/>	Contract Recording:	<input type="text"/>
Forfeiture Date:	<input type="text"/>	Policy #:	<input type="text"/>
		Auto Renewal:	<input checked="" type="radio"/> Yes <input type="radio"/> No
		Contract Close Date:	<input type="text"/>
Contract Holder Name & Address *			
<input type="button" value="Add"/>			
<input type="button" value="Insert"/> <input type="button" value="Cancel"/>			

Fields marked with an asterisk are required. To choose the contract holder, click the Add button under Contract Holder Name & Address. If the desired buyer is not listed, you may add him or her by clicking the Add Buyer link. Another dialog box will open within the original one.

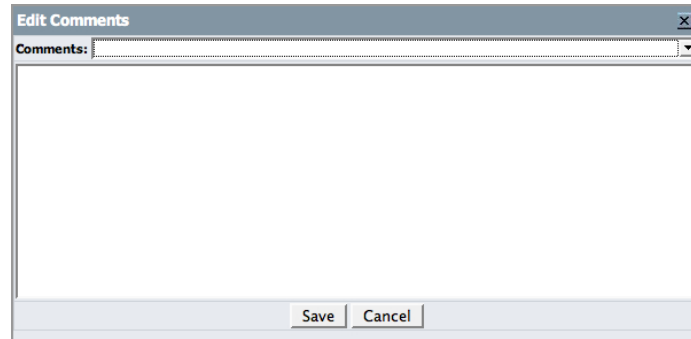
Contract Holder Name & Address *			
<input type="button" value="Add"/>			
Buyer Type:	<input checked="" type="radio"/> Business <input type="radio"/> Individual		
Buyer: *	<input type="text"/>	Hide Information	Add Buyer
Designation:	Primary Party <input type="text"/>		
Owner Information			
Buyer Company: *	<input type="text"/>		
Tax ID:	<input type="text"/>		
Address:	Line 1: *	<input type="text"/>	
	Line 2:	<input type="text"/> (Optional)	
	Line 3:	<input type="text"/> (Optional)	
City: *	<input type="text"/>		
State: *	Washington <input type="text"/>		
County:	<input type="text"/>		
Country:	United States <input type="text"/>		
Zip: (#####)	<input type="text"/>		
Phone Number: (###)###-####	<input type="text"/>		
Name:	First Name	Middle Name	Last Name
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact Number: (###)###-####	<input type="text"/>		
Fax Number: (###)###-####	<input type="text"/>		
E-Mail: (emailid@yourdomain.com)	<input type="text"/>		
Website: (www.yourdomain.com)	<input type="text"/>		
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

Enter your information and click Insert. Then fill out the rest of the fields in the Add Contract Sale box and click Insert. The new information will be listed in the Contract Sale section of the Disposal Sale subcategory. Remember to click Save before leaving the page.

The Comments and Previous Comments sections allow you to include notes, as well as view and edit notes entered previously.

Comments
<input type="text"/>
Previous Comments Edit Comment
[admin admin] [10/14/2007 21:21:06] This is a new comment.
<input type="button" value="Save"/>

If you would like to edit a comment, click the link. The following dialog will appear.

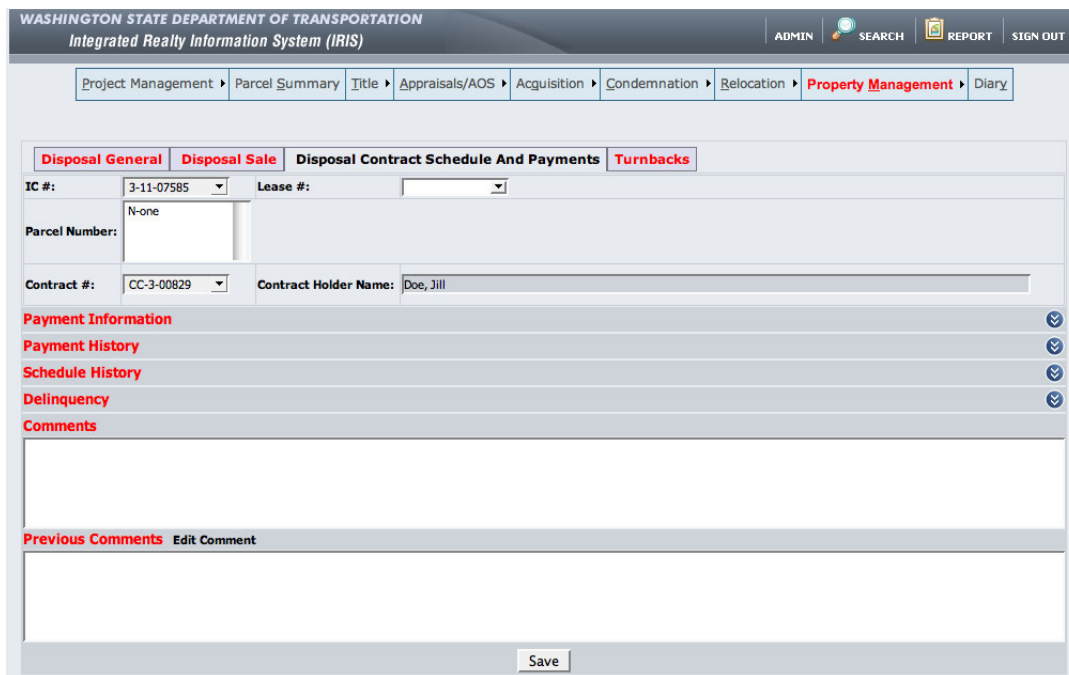


The dialog box is titled "Edit Comments" and has a close button (X) in the top right corner. It contains a "Comments:" label followed by a text input field. Below the input field is a large, empty rectangular area for editing. At the bottom of the dialog are two buttons: "Save" and "Cancel".

The pick list will show all previous comments. Choose the one you would like to edit from the pick list. It will then appear in the window. Make your edits and click Save.

3.2.7 Disposal: Disposal Contract Schedule and Payments

In the *Disposal Contract Schedule and Payments* subcategory, you may view, edit, delete, or add payment information, payment history, schedule history, and delinquency pertaining to the disposal inventory.



The screenshot shows the IRIS web application interface. At the top is a header bar with the text "WASHINGTON STATE DEPARTMENT OF TRANSPORTATION Integrated Realty Information System (IRIS)" and navigation links for ADMIN, SEARCH, REPORT, and SIGN OUT. Below the header is a breadcrumb trail: Project Management > Parcel Summary > Title > Appraisals/AOS > Acquisition > Condemnation > Relocation > Property Management > Diary. The main content area has four tabs: Disposal General, Disposal Sale, Disposal Contract Schedule And Payments (which is selected), and Turnbacks. Under the selected tab, there are input fields for IC # (3-11-07585), Lease #, Parcel Number (N-one), Contract # (CC-3-00829), and Contract Holder Name (Doe, Jill). Below these fields are five expandable sections: Payment Information, Payment History, Schedule History, Delinquency, and Comments. Each section has a downward arrow icon to its right. The Comments section is currently expanded, showing a text area for adding comments. At the bottom of the Comments section are links for "Previous Comments" and "Edit Comment". A "Save" button is located at the very bottom of the interface.

In the Payment Information section, you may enter the details of the payment schedule and then record payments.

To enter Payment Information, complete the steps in the following order: First, click the New Schedule button. The fields on the right side of the page will look something like this.

Note: The schedule sequence here is three (3) because other schedules were created previously. A disposal may have more than one schedule, but only one is marked Active at any given time. The status of

Payment Information	
Contract # : CC-03-00829 Doe, Jill	
Prev Next	
Payment Sequence:	2
Payment Purpose: *	Payment
Payment Entered Date:	10/17/2007 8:35:28 F
Payment Received Date:	10/17/2007
Julian Date:	A290
Payment Method: *	
Payment Check Number:	
Payment Amount: *	\$
Payment Principal Amount:	\$(550.00)
Payment Interest Amount:	\$550.00
Late Fee Type:	
Late Fee Amount:	\$
NSF Fee:	\$
Other Charges:	\$
Current Interest Paid To Date:	11/16/2007
Interest Paid To Date:	12/16/2007
Remaining Principal:	\$120,550.00
Payment Status:	Not Committed
<input type="button" value="New Payment"/> <input type="button" value="Submit Payment"/>	

Then fill in at least the required fields, which are payment method and payment amount. Click Submit Payment. A dialog will appear asking you whether you want to save the payment. If you click yes, then your screen will look something like this.

Payment Information	
Contract # : CC-03-00829 Doe, Jill	
Prev Next	
Payment Sequence:	2
Payment Purpose: *	Payment
Payment Entered Date:	
Payment Received Date:	10/17/2007
Julian Date:	A290
Payment Method: *	Electronic funds transfer
Payment Check Number:	
Payment Amount: *	\$2,000.00
Payment Principal Amount:	\$1450.00
Payment Interest Amount:	\$550.00
Late Fee Type:	
Late Fee Amount:	\$
NSF Fee:	\$
Other Charges:	\$
Current Interest Paid To Date:	11/16/2007
Interest Paid To Date:	12/16/2007
Remaining Principal:	\$118,550.00
Payment Status:	Record Committed
<input type="button" value="New Payment"/> <input type="button" value="Submit Payment"/>	

In the Payment History section, you may view the payments that you entered in the Payment Information section.

Payment History												
Sequence	Payment Entered Date	Payment Purpose	Payment Method	Payment Cheque Number	Payment Amount	Principal Amount	Interest Amount	Late Fee	NSF Fee	Other Charges	Remaining Principal	Interest Paid To Date
2		Payment	Electronic funds transfer		\$2,000.00	\$1,450.00	\$550.00				\$118,550.00	12/16/2007
1		Payment	Check		\$2,000.00	\$1,000.00	\$1,000.00				\$119,000.00	11/16/2007
Total Amounts					\$4,000.00	\$2,450.00	\$1,550.00	\$0.00	\$0.00	\$0.00		

In the Schedule History section, you may see the payment schedules that have been created for the contract. Click the View Details link to the right of each listing, as shown below, to see the full listing.

Schedule History									
Schedule Sequence	Effective Date	Contract Amount	Contract Length(Months)	Payment Cycle	Interest Rate	Contract Payment Amount	Interest Effective Date	Schedule Status	
3	10/16/2007	\$120,000.00		M	5.50		10/16/2007	A	View Details
2	10/16/2007	\$120,000.00	0	S	6.00		10/16/2007	H	View Details
1	10/16/2007	\$120,000.00	0	M	10.00		10/16/2007	H	View Details

If a buyer becomes delinquent in payment of their contract, you may view, edit, add, or delete details in the Delinquency section. Edit or delete them by clicking the link to the right of the entries in the list.

Delinquency							
Sequence	Notice Date	Delinquency Date	Delinquency Amount	Action	Action Date	Description	
1	10/25/2007	10/23/2007	\$1,000.00	C(Letter Number 1)	10/25/2007	letter	Edit Delete
Add Delinquency +							

You may add information about it by clicking the Add Delinquency button. When you do, the following dialog will appear.

Delinquency

Notice Date: *

Delinquency Date: *

Delinquency Amount: *

\$

Action: *

Action Date: *

Description: *

Insert

Cancel

Enter your data, then click Insert. The information will then be shown in the Delinquency section of the Disposal Contract Schedule and Payments subcategory.

The Comments and Previous Comments sections allow you to include notes, as well as edit notes.

Comments

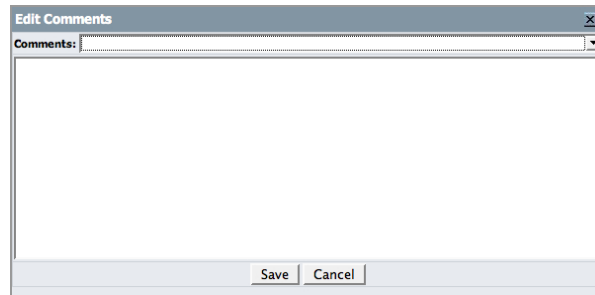
Previous Comments

[Edit Comment](#)

[admin admin] [10/14/2007 21:21:06] This is a new comment.

Save

If you would like to edit a comment, click the link. The following dialog will appear.

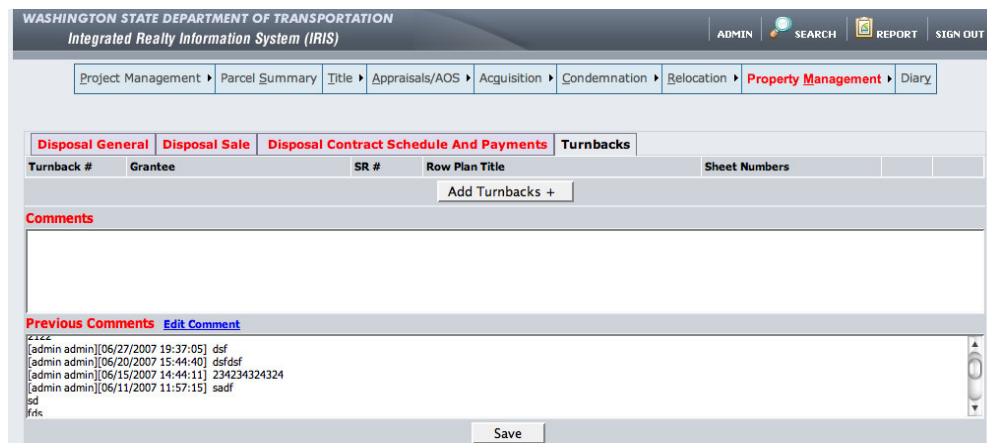


The 'Edit Comments' dialog box features a title bar with a close button. Below the title bar is a 'Comments:' label followed by a dropdown menu. A large, empty text area occupies the center of the dialog. At the bottom, there are two buttons: 'Save' and 'Cancel'.

The pick list will show all previous comments. Choose the one you would like to edit. Make your edits and Save.

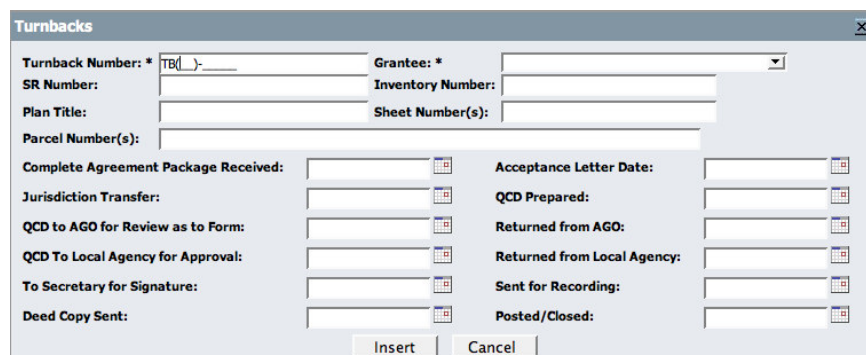
3.2.8 Disposal: Turnbacks

The *Turnbacks* subcategory allows you to view, edit, delete, or add turnbacks. To edit or delete, click the link next to the listing.



The screenshot shows the 'WASHINGTON STATE DEPARTMENT OF TRANSPORTATION Integrated Realty Information System (IRIS)' interface. The top navigation bar includes 'ADMIN', 'SEARCH', 'REPORT', and 'SIGN OUT'. Below this is a breadcrumb trail: 'Project Management > Parcel Summary > Title > Appraisals/AOS > Acquisition > Condemnation > Relocation > Property Management > Diary'. The main content area has tabs for 'Disposal General', 'Disposal Sale', 'Disposal Contract Schedule And Payments', and 'Turnbacks'. Under the 'Turnbacks' tab, there is a table with columns: 'Turnback #', 'Grantee', 'SR #', 'Row Plan Title', and 'Sheet Numbers'. Below the table is an 'Add Turnbacks +' button. A 'Comments' section is visible, showing a list of previous comments with timestamps and user names, and an 'Edit Comment' link. A 'Save' button is at the bottom.

To add, click the Add Turnbacks button.



The 'Turnbacks' dialog box contains several input fields for adding a new turnback. The fields are: 'Turnback Number: *' (with a dropdown), 'Grantee: *' (with a dropdown), 'SR Number:', 'Inventory Number:', 'Plan Title:', 'Sheet Number(s):', and 'Parcel Number(s):'. Below these are two columns of date pickers: 'Complete Agreement Package Received:', 'Jurisdiction Transfer:', 'QCD to AGO for Review as to Form:', 'QCD To Local Agency for Approval:', 'To Secretary for Signature:', 'Deed Copy Sent:', 'Acceptance Letter Date:', 'QCD Prepared:', 'Returned from AGO:', 'Returned from Local Agency:', 'Sent for Recording:', and 'Posted/Closed:'. At the bottom are 'Insert' and 'Cancel' buttons.

Enter your data, then click Insert. The information will then be shown in the listing within the Turnbacks subcategory. Click Save before navigating away from the page.

3.2.9 Leases: Leases

In the *Leases* subcategory, you may view, edit, delete, or add tenant and address, last month's rent, delinquency, and write off information pertaining to the rental of property.

To enter Tenant/Address information, either select a tenant from the pick list or click the Add Tenant link.

When you do, the following dialog box will appear.

Tenant

Individual **Business**

Name: First Name * Middle Name Last Name *

Social Security Number: _____

Address: Line 1: * _____
 Line 2: _____ (Optional)
 Line 3: _____ (Optional)

City: * _____

State: Washington

County: _____

Zip: (#####) _____

Phone Number: (###)###-#### () -

Contact Number: (###)###-#### () -

Fax Number: (###)###-#### () -

E-Mail: (emailid@yourdomain.com) _____

Save Cancel

Enter your desired information, then click Save. The tenant will then be listed in the Tenant/Address section of the Leases subcategory.

You may view, edit, delete, or add information about the Last Month's Rent in this subcategory. Simply type the values in the fields and click Save at the bottom of the page.

Last Month's Rent (LMR)

LMR Amount: \$ _____

Applied Date: _____

Refund Date: _____

Refund Amount: \$ _____

Voucher Number: _____

If a buyer becomes delinquent in payment of their contract, you may view, edit, add, or delete details in the Delinquency section. Edit or delete them by clicking the link to the right of the entries in the list.

Delinquency

Sequence	Notice Date	Delinquency Date	Delinquency Amount	Action	Action Date	Description		
1	10/25/2007	10/23/2007	\$1,000.00	C(Letter Number 1)	10/25/2007	letter	Edit	Delete

Add Delinquency +

You may add information about it by clicking the Add Delinquency button. When you do, the following dialog will appear.

Delinquency

Notice Date: * _____

Delinquency Date: * _____

Delinquency Amount: * \$ _____

Action: * _____

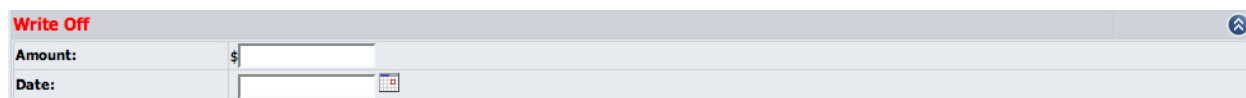
Action Date: * _____

Description: * _____

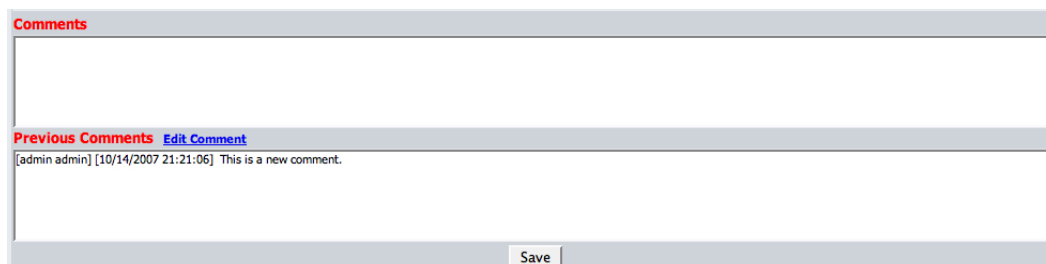
Insert Cancel

Enter your data, then click Insert. The information will then be shown in the Delinquency section of the Disposal Contract Schedule and Payments subcategory.

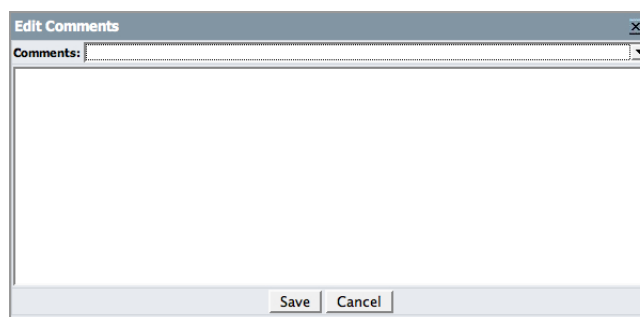
To record information about a write off, simply enter the amount and date, then click Save at the bottom of the page.

A form titled "Write Off" with a blue header bar. It contains two input fields: "Amount:" with a dollar sign prefix and a text box, and "Date:" with a text box and a calendar icon. A small blue icon with an upward arrow is in the top right corner.

The Comments and Previous Comments sections allow you to include notes, as well as edit notes.

A section titled "Comments" with a blue header bar. Below the header is a large text area for comments. Below the text area is a bar with "Previous Comments" in red and "Edit Comment" in blue. Below this bar is a list of previous comments, showing "[admin admin] [10/14/2007 21:21:06] This is a new comment." At the bottom right is a "Save" button.

If you would like to edit a comment, click the link. The following dialog will appear.

A dialog box titled "Edit Comments" with a blue header bar. It contains a "Comments:" label and a pick list. Below the pick list is a large text area for editing the comment. At the bottom are "Save" and "Cancel" buttons.

The pick list will show all previous comments. Choose the one you would like to edit. Make your edits and Save.

3.2.10 Leases: Lease Payment

In the *Lease Payment* subcategory, you may view, edit, delete, or add payment information, payment history, schedule history, pertaining to the lease inventory.

WASHINGTON STATE DEPARTMENT OF TRANSPORTATION
Integrated Realty Information System (IRIS)

ADMIN SEARCH REPORT SIGN OUT

Project Management ▸ Parcel Summary ▸ Title ▸ Appraisals/AOS ▸ Acquisition ▸ Condemnation ▸ Relocation ▸ **Property Management** ▸ Diary

Leases Lease Payment

IC #: 3-11-07585 Lease #: RA-3-01769

Parcel Number: N-one Contract #: CC-3-00829

Tenant: Jones, Jane

Payment Information

Payment History

Schedule History

Comments

Previous Comments Edit Comment

Save

In the Payment Information section, you may enter the details of the payment schedule and then record payments.

Payment Information

Lease #: RA-03-01769 Jones, Jane

	Prev	Next		Prev	Next	Calculator
Payment Sequence:		0000	Schedule Sequence		1	
Due Date:			Schedule Effective Date: *			
Payment Purpose: *			Payment Cycle: *			
Record Entered Date: *			Lease Payable Cycle: *			
Julian Date:			LET Indicator:	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Payment Method: *			Location Code:			
Check Number:			Levy Code:			
Due Amount: *	\$		Fair Market rent:	\$		
Payment Received Amount: *	\$		Rent Amount: *	\$		
Rent Amount:	\$		LET Amount:	\$		
LET Amount:	\$		Total Payment:	\$		
Late Fee Type:			Schedule Status:		Pending	
Late Fee Charged:	\$					
Other Charges:	\$					
NSF Fee Charged:	\$					
Payment Status:		Not Committed				
<input type="button" value="Submit Payment"/> <input type="button" value="New Payment"/>			<input type="button" value="New Schedule"/> <input type="button" value="Submit Schedule"/>			

To enter Payment Information, complete the steps in the following order: First, click the New Schedule button. Enter the required information (fields marked with an asterisk). Notice that the LET Amount and Total Payment have both been automatically calculated. Click the Submit Schedule button. You will see that the schedule status has been changed to Active.

	Prev	Next	Calculator
Schedule Sequence	2		
Schedule Effective Date: *	09/16/2007		
Payment Cycle: *	16th of Month		
Lease Payable Cycle: *	Quarter		
LET Indicator:	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Location Code:			
Levy Code:			
Fair Market rent:	\$		
Rent Amount: *	\$800.00		
LET Amount:	\$102.72		
Total Payment:	\$902.72		
Schedule Status:	Active		
<input type="button" value="New Schedule"/> <input type="button" value="Submit Schedule"/>			

Be aware that a lease may have more than one schedule, but only one is marked Active at any given time. If one schedule already exists, you must change its status to History before it can become Active.

You may now record payment information based on this schedule. This information is entered on the left side of the screen.

Payment Information	
Lease # :	RA-03-01769 Jones, Jane
	Prev Next
Payment Sequence:	0
Due Date:	
Payment Purpose: *	
Record Entered Date: *	10/17/2007 10:01:58
Julian Date:	
Payment Method: *	
Check Number:	
Due Amount: *	\$
Payment Received Amount: *	\$
Rent Amount:	\$
LET Amount:	\$
Late Fee Type:	
Late Fee Charged:	\$
Other Charges:	\$
NSF Fee Charged:	\$
Payment Status:	Record Not Committed
<input type="button" value="Submit Payment"/> <input type="button" value="New Payment"/>	

First, click the New Payment button. When you do, the application will automatically populate the fields with information based on the schedule you just submitted.

Payment Information	
Lease # :	RA-03-01769 Jones, Jane
Prev Next	
Payment Sequence:	2
Due Date:	11/16/2007
Payment Purpose: *	Payment
Record Entered Date: *	10/17/2007 10:07:06
Julian Date:	A290
Payment Method: *	
Check Number:	
Due Amount: *	\$1,742.60
Payment Received Amount: *	\$
Rent Amount:	\$
LET Amount:	\$
Late Fee Type:	
Late Fee Charged:	\$0.00
Other Charges:	\$
NSF Fee Charged:	\$
Payment Status:	Record Not Committed
<input type="button" value="Submit Payment"/> <input type="button" value="New Payment"/>	

Then fill in at least the required fields, which are payment method and payment received amount. Click Submit Payment. A dialog will appear asking you whether you want to save the payment. If you click yes, then your screen will look something like this.

Payment Information	
Lease # :	RA-03-01769 Jones, Jane
Prev Next	
Payment Sequence:	2
Due Date:	11/16/2007
Payment Purpose: *	Payment
Record Entered Date: *	10/17/2007 10:07:06
Julian Date:	A290
Payment Method: *	Check
Check Number:	
Due Amount: *	\$1,742.60
Payment Received Amount: *	\$1,742.60
Rent Amount:	\$1,742.60
LET Amount:	\$0.00
Late Fee Type:	
Late Fee Charged:	\$0.00
Other Charges:	\$
NSF Fee Charged:	\$
Payment Status:	Record Committed
<input type="button" value="Submit Payment"/> <input type="button" value="New Payment"/>	

The Payment Information section also shows the account balance and other data, which are automatically calculated by the application.

Account Balance:	
Rent Due:	\$(192.59)
LET Due:	\$192.60
Late Fee Due:	\$0.00
Total Amount:	\$0.01

In the Payment History section, you may view the payments that you entered in the Payment Information section.

Payment History													
Payment Seq No	Schedule Seq No	Received Date	Payment Purpose	Payment Method	Received Amount	Rent Amount	LET Amount	Late Fees	NSF Amount	Rent Due	LET Due	Late Fees Due	Total Due
2	2	10/17/2007 10:07:06 PM	Payment	Check	\$1,742.60	\$1,742.60	\$0.00	\$0.00		(\$192.59)	\$192.60	\$0.00	\$0.01
1	1	10/17/2007 9:54:18 PM	Payment	Cash	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,550.00	\$192.60	\$0.00	\$1,742.60

In the Schedule History section, you may see the payment schedules that have been created for the contract. Click the View Details link to the right of each listing, as shown below, to see the full listing.

Schedule History								
Schedule Sequence	Effective Date	Payment cycle	Lease payable cycle	Rent	LET	Total Payment	Schedule Status	
2	09/16/2007	16th of Month	Quarter	\$800.00	\$102.72	\$902.72	ACTIVE	View Details
1	09/16/2007	16th of Month	Month	\$750.00	\$96.30	\$846.30	HISTORY	View Details

The Comments and Previous Comments sections allow you to include notes, as well as view and edit notes.

Comments

[Previous Comments](#)
[Edit Comment](#)

[admin admin] [10/14/2007 21:21:06] This is a new comment.

Save

If you would like to edit a comment, click the link. The following dialog will appear.

Edit Comments

Comments:

Save Cancel

The pick list will show all previous comments. Choose the one you would like to edit from the pick list. It will then appear in the window. Make your edits and click Save.

3.2.11 Diary

The Diary feature offers each individual user a private place to make comments, notes, and journal entries. Each user is allowed to view only their own diary, not those of other users. The system administrator, however, may view all users' diaries.

The Diary is accessible through both the Acquisition Data and Property Management search portals. Its functionality is the same, regardless of how you enter the diary. Simply insert your comments in the Content field and click the Save button.

WASHINGTON STATE DEPARTMENT OF TRANSPORTATION
Integrated Realty Information System (IRIS)

ADMINSEARCHREPORTSIGN OUT

Project Management ▸ Parcel Summary ▸ Title ▸ Appraisals/AOS ▸ Acquisition ▸ Condemnation ▸ Relocation ▸ Property Management ▸ **Diary**

Project Information
Project Title : 54313214847814321321
R/W Plan Title : 54313214847814321321 R/W Plan Sheet Number(s) :
IC Number :
Parcel Number : 4-51213
Region : Aviation
Object Category :
Diary Content

Previous Contents

<< < > >>
Save

4.0 REPORTING


4.0 REPORTING

The Reporting feature allows the user to view basic information about the categories listed below. (To protect the security of the IRIS database, no screen shots of the reports have been provided.)

4.1 Active Contracts

Select the region from the pick list for which you want to view the data. You may choose one or all of the WSDOT Regions.

Selection Criteria


Region: 

When you search in this category, the application generates an alphabetical list of the following information as of the current date: Contract Buyer, Contract Number, IC Number, Payment Cycle, Principal, Payment Due.

4.2 Active Rental Agreements

Select the region from the pick list for which you want to view the data. You may choose one or all of the WSDOT Regions.

Selection Criteria


Region: 

When you search in this category, the application generates an alphabetical list of the following information as of the current date, for whichever region you choose: Leases, RA Number, Effective Date, IC Number, Lease Cycle, Rent, LET, and Total.

4.3 Annual Contract Payment Summary

Select the year from the pick list for which you want to view the data. You may choose any year from 1983 to the current year.

Selection Criteria

Year: 

When you search in this category, the application generates an alphabetical list of the following information for each entity that has an annual contract with WSDOT: Contract Number, Date Received, Payment Method, Payment Amount, Principal Paid, Interest Paid, Last Fee Paid, Other Charges Paid, and Remaining Principal.

4.4 Contract Delinquent

First, choose the number of days delinquent for the contracts you are searching, from the following: 30, 60, 90, 120, 150, and 180. Then choose the region from the pick list for which you want to view the data. You may choose one or all of the WSDOT Regions.

Selection Criteria

Number of Days:

Region:

When you search in this category, the application generates an alphabetical list of the following information as of the current date: Buyer, Contract Number, IC Number, Payment Rate, Payable, Last Payment Date and Amount, and Interest Paid to Date.

4.5 Contract Statement

First, choose the contract number from the pick list. Then choose the statement type you would like to view for that contract number, either All Statements or Single Statement.

Selection Criteria

Contract Number:

Statement Type:

When you search in this category, you will see facsimiles of statements sent for the contract number selected.

4.6 Disposal Processing Inventory

Select the region from the pick list for which you want to view the data. You may choose one or all of the WSDOT Regions.

Selection Criteria

Region:

When you search in this category, the application generates an alphabetical list of the following information as of the current date: Inventory Number, Location, Process Date, Current Activity, and Elapse Days.

4.7 Master Inventory List

Select the region from the pick list for which you want to view the data. You may choose one or all of the WSDOT Regions.

Selection Criteria

Region:

4.8 Parcel Dates Updated

Select the project ID for which you want to view the data from the pick list. You may choose one or all of the existing projects.

Selection Criteria

Project ID:

When you search in this category, the application generates the following information as of the current date: Project Description, Parcel Number, Date Approved to HQ, Date DV Approved, Firm Offer Date, Owner Sign Date, Received for Approval, Pay Available Date, Relocation Cert Clear, PM Cert Clear, Payment Date, Date Judgment PD to CRT, P&U Date, Trail Date, and Date Judgment Cert.

4.9 Project Funding Estimate – Detail

Select the project ID for which you want to view the data from the pick list.

Selection Criteria

Project ID:

When you search in this category, the application generates the following information as of the current date: Parcel Number, Parcel Owner Name(s), Improvements, Acquisition Type, Acquisition Compensation, Relocation Assistance, Relocation Assistance Compensation, and Property Location.

4.10 Project Funding Estimate – Summary

Select the project ID and version for which you want to view the data from the pick list.

Selection Criteria

Project ID:

Version:

When you search in this category, the application generates the following information as of the current date: Acquisition Expenses, Relocation Expenses, Other Expenses, and Total Funding Estimate.

4.11 Rental Delinquent

Select the region from the pick list for which you want to view the data. You may choose one or all of the WSDOT Regions.

Selection Criteria

Region:

When you search in this category, the application generates an alphabetical list of the following information as of the current date: Lessee, RA Number, Effective Date, IC Number, Lease Cycle, Rent, LET, Out. Rent, and Out. LET.

4.12 Rental Statement

First, choose the rental month, day, and year from the pick list. (If you leave the day blank, then the entire month's activity will be displayed.) Then choose the rental type—Active, History, or Pending—that you would like to view.

Selection Criteria

Month:

Day:

Year:

Rental Type:

When you search in this category, the application generates facsimiles of the rental statements sent for the time frame selected.

5.0 SYSTEM ADMINISTRATION

5.0 SYSTEM ADMINISTRATION

Not all users will be able to access the Administration section. However, those who have privileges may complete the operations described below.

5.1 Managing Users

The following is the window you will see when you navigate to Administration from the System Menu (Simple Search) page:

User Name	First Name	Middle Name	Last Name	Region	E-Mail	Phone		
			Alm	Northwest			Edit	Delete
			Anderson	Olympic			Edit	Delete
			Aquino	UCO			Edit	Delete
			Asklund	North Central			Edit	Delete
			Ayers	HQ - Olympia Service Center			Edit	Delete

1 2 3 4 5 6 7 8 9 10 ...

[Add New User](#) [Activate User](#)

Basic contact information for the user is given, as well as the options to edit, delete, activate, or add a new user.

To return to this page from another area of the Administration module, click the Manage User icon in the upper right menu.

5.1.1 Adding Users

The Administration module allows you to add a new user to the system. To do so, click the Add New User icon. The following dialog box will appear:

Add User

USER INFO **PERMISSIONS**

User Name * : ☒ Staff ☐ Consultant

Password * :

Confirm Password * :

First Name * :

Middle Name :

Last Name * :

E-Mail :

Phone (###)###-#### : () -

Region * :

- HQ - Olympia Service Center
- Northwest
- North Central
- Olympic
- Southwest

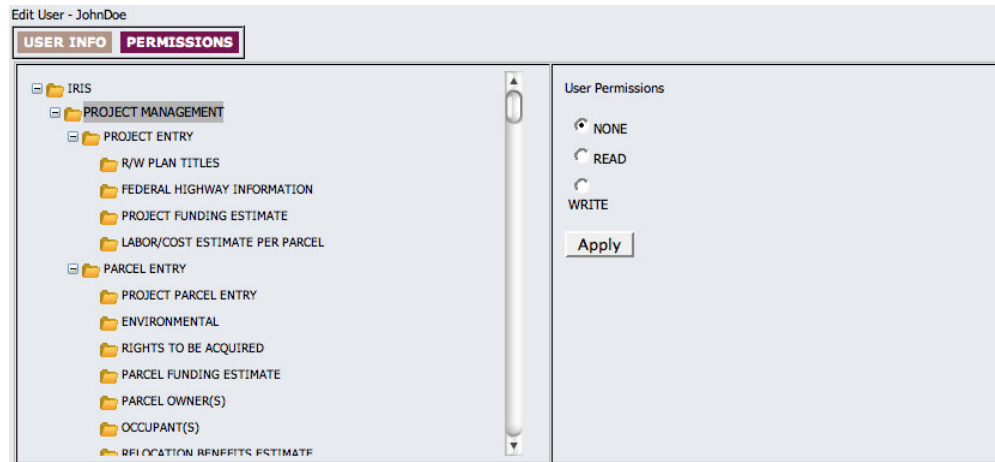
☐ Admin

[Save](#) [Cancel](#)

All fields marked with an asterisk are required. Note that you may choose whether the user being added is a WSDOT staff member or an outside consultant. You may also indicate that the individual is an administrative level user by checking the box in the lower left corner.

When selecting the user's region, you may choose multiple regions by holding down the control (command on a Macintosh) key while clicking.

In order to assign permissions, or privileges, to the user, you must first save the information you have just entered. Once you save, you will be able to assign either read or read/write permissions for each area of IRIS. Choose from among the folders in the left hand pane to select the area for which you need to assign privileges. The default assignment in each area is none.



5.1.2 Editing Users

To edit information for a user already in the system, click the edit link next to their name. The dialog box that appears will allow you to make changes to the user's basic information. Please note that initially no text is displayed in the password field. When changing a user's password, asterisks will be shown instead of the actual characters chosen.

5.1.3 Deleting Users

To delete a user from the system, click the delete link next to their name. A dialog box will prompt you to be sure you want to delete them. If you chose yes, then a message in green type will appear in the upper left corner of the window stating that the "selected user has been deleted successfully."

Administrators should be aware, however, that, in order to maintain referential integrity, no user is ever actually deleted from the system—they are simply made inactive. Every user is associated with work (projects created, comments made, etc.) that he or she has done in the system. If a user were to be deleted, all of the work with which their user name is connected would also be deleted. In order to avoid such a loss, the user is retained in the system, although they are not shown in the list of active users.

5.1.4 Activating Users

In order to make an inactive user active once again, the administrator must click the Activate User button. When you do so, a field will appear beneath that button. There, you enter the User Name for the user you want to activate. You must know the User Name in order to activate the user.

Add New User Activate User

User Name : Activate

Once the User Name has been entered and the Activate button clicked, the user then reappears in the list of active system users.

5.2 Master Entries

This section of the Administration module allows the administrator to add or change information about items in the system's database.

WASHINGTON STATE DEPARTMENT OF TRANSPORTATION
Integrated Realty Information System (IRIS)

Home Manage User Master Entry SIGN OUT

Master Entry for Reference Tables

Select Entry Item :

Master Entry for Individuals

Name: [Detail Information](#) [Add Individual](#)

Master Entry for Business

Name: [Detail Information](#) [Add Business](#)

5.2.1 Entries in Reference Tables

To find and/or edit information for an entry in a reference (or lookup) table, select an entry item from the pick list. For example, if “IRIS_REF_CITY” were chosen, the following screen would appear:

WASHINGTON STATE DEPARTMENT OF TRANSPORTATION
Integrated Realty Information System (IRIS)

Home Manage User Master Entry SIGN OUT

Master Entry for Reference Tables

Select Entry Item :

	city_name	fed_city_id
Edit Delete	Outside Closely Settled Commun	
Edit Delete	Aberdeen	
Edit Delete	Airway Heights	
Edit Delete	Albion	
Edit Delete	Algona	
Edit Delete	Almira	
Edit Delete	Anacortes	
Edit Delete	Arlington	
Edit Delete	Asotin	
Edit Delete	Auburn	

Page 1 of 3176

The administrator then may choose to edit or delete the cities listed, or to insert a new city, by clicking the provided links. The Insert link appears at the very end of each list; go to the final page to locate it.

5.2.2 Entries for Individuals

To find and/or edit information for an individual entry, select an individual from the pick list. Once an individual has been chosen, click the Detail Information link to see all available information.

Master Entry for Individuals

Name:	Doe, Jane (Lessee)-Olympia			Hide Information	Add Individual
Individual Type: *	Lessee			Agent Type:	
Name:	First Name *	Middle Name	Last Name *		
	Jane		Doe		
Social Security Number:	- - - - -				
Staff or Consultant:	<input checked="" type="radio"/> Staff <input type="radio"/> Consultant				
Company Name:					
Address:	Line 1: *	111 Any Street			
	Line 2:	(Optional)			
	Line 3:	(Optional)			
City: *	Olympia				
State:	Washington				
County:					
Zip: (#####-####)	- - - - -				
Phone Number: (###)###-####	() - - - - -				
Contact Number: (###)###-####	() - - - - -				
Fax Number: (###)###-####	() - - - - -				
E-Mail: (emailid@yourdomain.com)					
Website: (www.yourdomain.com)					
<input type="button" value="Save"/> <input type="button" value="Cancel"/>					

Note that if you attempt to delete data in a field marked with an asterisk, you will be unable to save your changes. After making your changes, click Save.

You may also add a new individual. When you select that option, a window such as the one below will appear. Enter your information, and click Save before leaving the page.

Master Entry for Individuals

Name: [Hide Information](#) [Add Individual](#)

Individual Type: * Agent Type:

Name: First Name * Middle Name Last Name *

Social Security Number:

Staff or Consultant: ☐ Staff ☐ Consultant

Company Name:

Address: Line 1: *
Line 2: (Optional)
Line 3: (Optional)

City: *

State: Washington

County:

Zip: (#####-####)

Phone Number: (###)###-####

Contact Number: (###)###-####

Fax Number: (###)###-####

E-Mail: (emailid@yourdomain.com)

Website: (www.yourdomain.com)

5.2.3 Entries for Businesses

To find and/or edit information for a business entry, select a business from the pick list. Once a business has been chosen, click the Detail Information link to see all available information.

Master Entry for Business

Name: Acme Electric(Specialist) [Hide Information](#) [Add Business](#)

Business Type: * Specialist

Company: * Acme Electric

Authorization Number:

Vendor Code:

Tax ID:

Address: Line 1: * 123 Any Street
Line 2: (Optional)
Line 3: (Optional)

City: * Aberdeen

State: * Washington

County:

Country: United States

Zip: (#####-####)

Phone Number: (###)###-####

Name: First Name Middle Name Last Name

Contact Number: (###)###-####

Fax Number: (###)###-####

E-Mail: (emailid@yourdomain.com)

Website: (www.yourdomain.com)

Note that if you attempt to delete data in a field marked with an asterisk, you will be unable to save your changes. After making your changes, click Save.

You may also add a new business. When you select that option, a dialog box will appear.

Master Entry for Business

Name: [Hide Information](#) [Add Business](#)

Business Type: *

Company: *

Authorization Number:

Vendor Code:

Tax ID:

Address:
 Line 1: *
 Line 2: (Optional)
 Line 3: (Optional)

City: *

State: * Washington

County:

Country: United States

Zip: (#####-####)

Phone Number: (###)###-####

Name:
 First Name Middle Name Last Name

Contact Number: (###)###-####

Fax Number: (###)###-####

E-Mail: (emailid@yourdomain.com)

Website: (www.yourdomain.com)

Enter your information, and click Save before leaving the page.